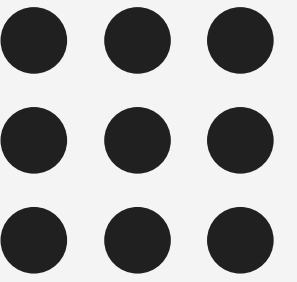




**ENTOURAGE ESSENTIALS:
WHAT ARE WE MAKING?**



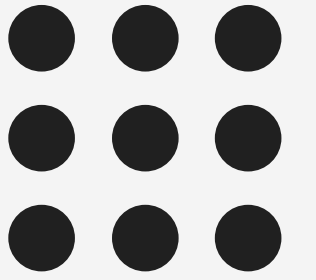
STAFF YEARBOOK

WEEKS 3-5

PROJECT OVERVIEW



OBJECTIVES:



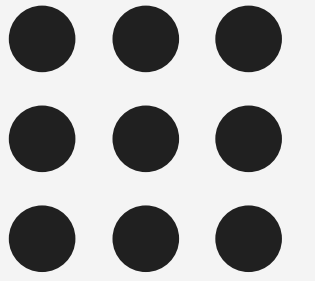
Students will be creating a yearbook about the yearbook staff as they learn the roles of photographers, writers, and designers.

Students will work together as a team to meet deadlines.

WHY? This project allows students to experience the workflow of yearbook publication while getting to know each other as a staff.



TIMELINE:



Staff Yearbook Project Begins Week 3

Week 3: Photography

Students photograph a partner

Week 4: Writing

Students write about a partner

Week 5: Design

Students design a spread about a partner using the style guide and content created by their team.

**SET UP PLAN FOR
LADDER, PARTNERS,
AND ORGANIZATION
PRIOR TO WEEK 3
CREATE AN EXAMPLE
SPREAD OF YOURSELF
TO SHARE WITH STAFF!**



PLANNING

Review the 'Staff Yearbook' handout located in the 'Getting Started' folder on your USB, **complete the bottom portion of the form using your own method:**
Directions for Accessing Materials and Storing/Sharing/ Submitting Files:



**GOOGLE DRIVE IS RECOMMENDED FOR ORGANIZATION
STUDENTS CAN EASILY ACCESS EACH OTHER'S FILES**

staff yearbook

Name: _____

ASSIGNMENT: Over the next three weeks you will be learning all the roles of the yearbook staff while creating a yearbook spread with a team. The topic of this yearbook is our yearbook staff! Each staff member will have their own spread created by other staff members. You will be a photographer, writer, and a designer with tight deadlines to meet. Use this opportunity to get to know your team as they will be the topic of our assignment.

WEEK 3: PHOTOGRAPHY

You and your partner will photograph each other in different settings to gain experience using a camera and planning a photo shoot. You will shoot candid and posed group portraits as well as learn editing techniques to enhance your images. You will submit seven images that tell the story of your partner and use a variety of lighting and composition techniques.

My Partner: _____ Deadline: _____

WEEK 4: WRITING

You and your partner will interview and write a feature story about each other using the traditional journalistic format of 'Lead, Quote, Transition, Quote.' You will also be writing headlines and captions during this unit as well as creating an infographic about your partner for secondary coverage.

My Partner: _____ Deadline: _____

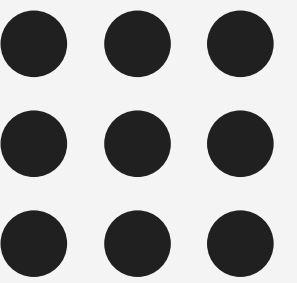
WEEK 5: DESIGN

You will work with your partner's photographer and writer to gather all content for their yearbook spread. You will create a spread about your partner using a modular grid layout and following the style guide for our yearbook. You will proofread and submit a final PDF to be printed for our Staff Yearbook.

My Partner: _____ Deadline: _____

DIRECTIONS FOR ACCESSING MATERIALS AND STORING/SHARING/SUBMITTING FILES:

ORGANIZATION:



GOOGLE DRIVE IS RECOMMENDED FOR ORGANIZATION
STUDENTS CAN EASILY ACCESS EACH OTHER'S FILES

LINK TO SAMPLE:

ACCESS SAMPLE GOOGLE DRIVE FOLDER
Store all content in a shared drive

Advisors: Make a copy of this folder and add it to your Drive. Then customize the files to your needs. Each student would have their own folder inside the 'PHOTOS' Folder.



TIPS ON PARTNERS

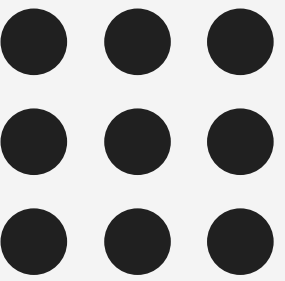
Prior to Week 3, distribute the 'Staff Yearbook' handout that includes your directions for storing/sharing content. Have students select their partners by writing their names in the blank provided. Ask students to choose a different partner for each assignment. Collect the sheets and create a ladder of assignments so everyone knows their team.

Assign deadlines in advance as well.

Partners for each assignment must be between two people.

Example: Juan and Nina are photography partners. Nina photographs Juan and Juan photographs Nina.





LADDER

CREATE ONE
TO HELP
EVERYONE
KEEP TRACK
OF THEIR
PARTNERS

Keep track of your assignments in a ladder!			Assign Partners in Advance or Let students pick different partners for each assignment		
Share ladder with students			MAKE SURE NO ONE IS COVERING THEIRSELF		
DESIGNER	PHOTOGRAPHER	WRITER	SPREAD TOPIC	Left Page	Right Page
Cheyenne	Ki	Kelvin	Jay		2 3
Jayson	Jay	Dulce	Ki		4 5
Steve	Nina	Jay	Jayson		6 7
Anna	Jayson	Steve	Nina		8 9
Juliana	Chanique	Anna	Milan		10 11
Nina	Milan	Chanique	Chanique		12 13
Kelvin	Alayna	Max	Juliana		14 15
Jay	Juliana	Ki	Alyana		16 17
Milan	Kelvin	Alayna	Cheyene		18 19
Chanique	Cheyenne	Milan	Kelvin		20 21
Bria	Max	Nina	Gabby		22 23
Max	Gabby	Cheyenne	Max		24 25
Dulce	Steve	Gabby	Dulce		26 27
Ki	Dulce	Jayson	Steve		28 29
Alayna	Anna	Bria	Bria		30 31
Gabby	Bria	Juliana	Anna		32 33



LINK TO SAMPLE LADDER IN GOOGLE DRIVE



OUTCOMES

Each staff member will have their own spread created by another staff member.

Each staff member will experience being a photographer, writer, and designer.

Advisors: If you like this format you can continue using it for your real yearbook.

Advisors: Throughout this project, you will get a sense of staff skillsets to assist you in assigning future roles and leadership positions.



WHEN YOU'RE FINISHED:

PRINT THE PAGES

AND DISTRIBUTE

TO STAFF!



NEXT STEPS:

The goal of this project is to get everyone trained quickly and for you to see the strengths and weaknesses of your staff. Spend more time wherever you see fit. Consider having editors work one on one with their teams once you've assigned roles. Try not to miss out on coverage opportunities. Trust your students and give them responsibility. Keep your expectations high and allow them to learn from mistakes.



NEXT STEPS:

Find a system that works for you. On the ALL ACCESS USB in the 'BONUS CONTENT' Folder, you'll find a few teacher created materials including different ladders, spread planning tools, and a progress log.

Tailor these documents to fit your staff.



RESOURCES

Entourage is always there for you.

Reach out to the [Advisors Council](#) for help!

Attend the Entourage Yearbooks Advisors Conference.

Join CSPA, NSPA, JEA or a State/Local Student Journalism Organization.

Checkout the [Entourage Help Site](#)



GROW YOUR PROGRAM

WE WANT TO SEE YOU SUCCEED.

Enter yearbook contests to gain recognition.

Recruit students to join yearbook in the spring. Consider having an application process. Find the best talent.

Fundraise by selling more books, ads, or hosting an event!





GOOD LUCK!