

Bowman Yearbook Notes

We had talked about getting some sort of yearbook layout software to rent or buy for the Yearbook Committee so each year the committee doesn't have to reinvent the wheel. In the past, members of the committee have had their own so used that- we didn't and it was really hard to do. We also talked about buying some digital cameras for the PTA that the 5th grade could use. I would approach PTA about this.

Things to Know: I would meet with Mary and the Teacher Coordinator to make sure you have a clear idea of what she wants/ doesn't want in the yearbook. We had some miscommunication about the Teacher Interview section and it was not easy to fix. I would have a list of questions for her of what you would like to include (we asked to include a sibling page, Nature's Classroom, Field Day and Luau) and have her be clear as to what she thinks needs to be included.

Logistics: The number of yearbook pages has to be in a multiple of 4 for when they print it. Check with the office for the dates of MCAS (can't be in building) and the 5th grade activities. Our field day and Luau were very late so it was hard to get printed. People use Swifty, Lexington Graphics but they need 2 weeks to print (check on that). We used Wales Copy because she did it in 2 days for us so we could include those sections.

September- If you haven't decided who is running the yearbook, see if you can have a couple of 5th grade parents start taking pictures at the events- 1st day of school, Fun Run, Halloween, etc. Make the kids stop and pose in small groups. Continue this throughout the year- trying to snap pictures of each 5th grader.

February- When you have yearbook committee set, meet asap. Get a complete 5th grade class list from office/teachers. Make a spreadsheet and put the names in the order you want them in the yearbook (we did alphabetical by first name). You can use this to keep track of interviews and how many photos each student is in.

Talk to Teacher coordinator and set up meeting for kids who want to join yearbook staff. Have kids sign up for jobs (no more than 2): student interviewer, teacher interviewer, photographer, illustrator. Have a separate meeting with each group to explain job and expectations.

Student interviewer: Have them brainstorm questions they want to ask their classmates. Compile results and narrow down to about 10 questions. Assign each interviewer about 8 kids to interview (depending on size of 5th grade). You can either type questions out and give to kids or it might be easier to give them a zip drive and have question template set up and they can type their answers on the computer- some of the hand writing is really hard to read. You can even have the list of kids in the order you want them to appear in yearbook with questions already listed and kids just need to fill them in.

Example:

Bob Smith

Favorite Book:

Favorite Movie/TV Show:

Favorite Song/Band:

Most Memorable Bowman Experience:

What I Want to be When I Grow Up:

On My Bucket List:

Best Advice I Ever Received:

Advice to a Bowman Student:

What I am Looking Forward to about Middle School:

Set a date you need for them to complete interviews.

Teacher Interviews: Have kids vote on teachers they want to interview- narrow down to top 10 or so. Then have them brainstorm questions they want to ask the teachers- narrow down to 10 or so. The Teacher Yearbook Coordinator will help the kids schedule a time they can meet and interview the teacher. You can either give them a hard copy of questions or try to do it on computer. Again- be clear with Mary before you start this.

Photographers: Meet with them and explain they will be taking candid photos for the yearbook. It might be easier to give each photographer (depending on how many you have) a list of names of kids they need to take pictures of. You will need to get some cameras for the kids to use and use a memory card. Collect these as you go and make a jpeg file - marking off on the spreadsheet as you go.

Photos of teachers: You will need photos of teachers and a staff photo. Coffee Pond has most of these. I dealt with Anne who was really helpful: anne@coffeepond.com or call 1-800-632-2323, ext. 143 with questions.

Illustrators: Meet and brainstorm a theme for the yearbook and then vote on the top 3. Explain that they need to draw pictures that go with that theme. Also have a list of titles you need them to write out: Spaghetti Dinner, Clubs, etc. so you can use them as page headers in the book. Tell them they can use their free time at home too. Your teacher coordinator can collect these and you can pick up as you go. I would review what you have at least once a week so you can go back to them to re-draw if necessary- some of ours were messy.

You will not be able to meet with the groups during MCAS- so you need to be aware of this.