Yearbook committee role cards

One owner per job. Everyone reports to the design lead, who is the only person who talks to the yearbook company about the book itself.

Design lead (main contact)

Owns: The vendor relationship, the dates, the page plan, revisions and final approval

Busiest: August–September, then March to the book seal date

First tasks:
- Is the main contact for the yearbook company
- Sets the price and the fundraiser
- Chooses how the book gets made
- Sets every deadline, with a photo seal date that leaves time for revisions
- Picks the template and the ladder
- Leads revisions with the whole team
- Approves the book by the book seal date

Orders lead

Owns: The ordering link, announcements and reminders, and handing books out

Busiest: Back-to-school, December, the weeks before ordering closes, delivery

First tasks:
- Sets up and tests the ordering link
- Announces ordering where families already look
- Steps up reminders as deadlines near
- Opens summer ordering, if offered
- Sorts and hands out the books
- Sends family questions to the vendor’s support

Photos team

Owns: Photo folders, collecting from teachers and families, filling gaps, picking favorites

Busiest: All year, heaviest before the photo seal date

First tasks:
- Sets up photo folders, one per event and class
- Collects photos within a day or two of each event
- Sends reminders that say what is missing
- Fills gaps in under-covered classes and events
- Picks favorites for the events that matter most

Free to copy and share

Portraits lead
Owns: Official portraits and class photos, teacher checks of names and classrooms
Busiest: January–February, once portrait files arrive
First tasks: • Gets portraits and class photos from the office or photographer • Keeps them in a restricted folder, never a shared link • Makes portrait proofs and sends each teacher their class • Photographs students who missed picture day • Makes fixes until every teacher approves their page

Free to copy and share

Volunteer sign-up sheet

Yearbook team, [school year]. Pick one job to own.

Name	Role	Email or phone	Best months	Notes

Free to copy and share