

Yearbook handover template

Fill in each row, then share the link or file with the new chair and the PTA president. Hand over access, not passwords.

Item	Details	Where it lives / who has access	Notes
Vendor and account contact			
Agreement: term, renewal, signed for next year?			
Price per book / family price / early-bird / margin			
Books sold last year (and upgrades)			
Page count, cover, extra copies			
Money raised and date received			
Photo folders (links)		Owner: / Access:	
Design files and ordering link			
Last year's book (PDF)			
Ladder			
Cover art contest files			
Quotes, teacher messages, ads and dedications			
Portrait files and photographer contact			
Principal and office contact			
Reliable photo teachers and room parents			
Volunteers and their jobs			
Last day of school			
Key dates last year (ordering, photo seal date, book seal date, delivery)			
What went wrong			

Item	Details	Where it lives / who has access	Notes
What I would do differently			