

Yearbook ladder template

One row per page or spread. Change the sections to yours; the order mostly still works.

Add page numbers once you know the length. Pages come in pairs, so the total is even.

Put a name in the Owner column for every row. A section nobody owns is a section nobody is collecting photos for.

Status: not started, photos in, laid out, proofed. Used this way, the ladder is your tracker for the whole year.

Page(s)	L / R	Section	What goes on it	Photos come from	Owner (a name)	Status
		Title page	School name, year, mascot, one strong whole-school photo	Coordinator		
		Welcome	Principal's letter, a note from the PTA, the year in one paragraph	Office		
		Staff	Teachers by grade, specialists, office, aides, custodial, crossing guards	Office + picture day		
		Class pages	One per class, grouped by grade, with portrait panels and candids	Teachers, room parents		
		5th grade	Class pages plus panels, candids, baby photos, promotion ceremony	5th grade committee		
		Field day	Full spread: the highest photo yield of the year	PE teacher, parent volunteers		
		Fall festival	Costumes, booths, the cake walk	PTA events lead		
		Science fair	Boards, presenters, judging	Science fair chair		
		Winter performance	Stage shots plus backstage candids	Music teacher		
		Field trips	One panel per grade's trip	Chaperone parents		
		Spirit days	Crazy hair, pajama day, decades day	Room parents		
		Clubs	Garden, chess, choir, student council	Club leads		
		Specials	Art, music, library, PE, technology	Specialist teachers		
		Book fair & read-a-thon	Reading buddies, the fair, the totals	Library volunteer		
		Personalized pages (if your book has them)	Each child's own pages, built per book	Built from the shared photos		
		Dedications	Retiring staff, thank-yous, sponsor logos	Coordinator		

Page(s)	L / R	Section	What goes on it	Photos come from	Owner (a name)	Status
		Autographs	Signature space, and your slack if the length needs adjusting			
		Back matter	Colophon, credits, who made the book	Coordinator		

A ladder changes all year. What should not change after your photo seal date is the page count, because your quote and your printer are working from it.