

how to produce your Yearbook



Yearbooks

We produce A4 portrait **Hardback** and **Softback** Yearbooks. The Hardback Yearbooks are traditionally casebound in a variety of colours, and the Softback Yearbooks have a gloss laminate finish allowing whatever design you want on the cover.

Cost

The cost of a Yearbook depends upon the **total number of pages** in the book, the **number of colour pages**, and the final **number of books** you order. See the Price Lists for full details.

Payment will be in three stages:

- **The Deposit of £300**
(sent with your production schedule)
- **The Stage Payment of £5 per book provisionally ordered**
(sent with your 2nd proof and order confirmation)
- **The Final Invoice**
(sent once your Yearbooks have been delivered)



Timescales

The timescales are based on your chosen delivery date. We require approximately 3 months from the time we receive your completed page plans and Yearbook material to your delivery date. This is to allow time to scan, typeset, design, proof, print, bind and deliver your Yearbook.

If you do miss your deadline it is difficult for our production staff to get your Yearbook back on schedule. As a result, your book may miss its production, printing and binding dates, and consequently may be delivered late.

Hardback Cover

The Hardback Covers are made at a traditional bindery. This means a metal block is used to stamp the line art design onto the cover. The design must be kept within an 18cm x 13cm area on the front cover.

- Fill in your school name and chosen font(s) on the Hardback Front Cover Page Plan.
- Select Cover Colour.
- Select Lettering Colour.
- Sketch your front cover design on the Hardback Front Cover Page Plan. This is usually the school logo or crest with school name and dates, e.g. 'Class of 2011', 'Yearbook 2011', 'Yearbook 2005-2011'.
- If using a school logo or crest, please supply a black and white digital line art image saved as a JPG file at a similar size to how it will appear on the front cover.



Hardback Cover Colours

	Black		Pink
	Burgundy		Red
	Cream		Royal Blue
	Green		Silver
	Lilac		Turquoise
	Maroon		Yellow
	Navy Blue		

Hardback Cover Lettering and Logo Colours:

gold silver black



Softback Cover

The Softback Covers are printed in full colour, which means you can have **whatever design you want**, anywhere on the cover, including photographs and original artwork.

- Fill in your school name and chosen font(s) on the Softback Front Cover Page Plan.
- Sketch front cover design on the Softback Cover Page Plan.
 - If using a school logo/crest, please supply a digital image saved as a JPG file at a similar size to how it will appear on the cover.
 - If using photographs please ensure they are good quality, taken at the highest resolution setting.
 - If using paintings or drawings, please supply original artwork where possible. If this is not possible, scan the image at 100% with a minimum resolution of 200dpi, saved as an individual JPG file.

Yearbooks Made Easy...

what's involved?

in brief

- 1 Contact Schoolyearbooks.net**
Receive information pack
- 2 Set-up Yearbook Team – decide on hardback/softback, how many pages?**
- 3 Send a letter to parents/guardians informing them that you are producing a Yearbook and approximately how much it will cost. Ask for a small deposit and permission slip (if required)**
- 4 Complete Provisional Order Form**
Receive Page Plans, USB, £300 Deposit Invoice and Production Schedule
- 5 Send a questionnaire to students giving everyone the chance to contribute**
- 6 Plan your contents and start to collect digital and hard copy images, artwork and design specifications**
- 7 Send material to Schoolyearbooks.net**
Receive 1st Proof
- 8 Return 1st Proof with clearly marked amendments and any missing copy**
Receive 2nd Proof, Order Confirmation and Stage Payment Invoice
- 9 Return Order Confirmation**
- 10 Receive Yearbook Delivery and Final Invoice**

Further details, help and advice are available on our website:

www.schoolyearbooks.net

HELPLINE – 01242 541073

Open 9.00am-5.00pm Monday-Friday

Why Choose Schoolyearbooks.net?

Fantastic Value ✓

Yearbooks from **£6.25!**

See Price List for details

WHY NOT ASK LOCAL COMPANIES TO SPONSOR YOUR YEARBOOK?

Excellent Service ✓

Our team is dedicated to delivering customer satisfaction. We do everything we can to make promoting and producing your yearbook quick and easy for you.

Superb Quality ✓

All stages of production – Design, Print and Binding – are performed by experienced professionals committed to delivering highest quality yearbooks.

Social Responsibility ✓

For a variety of reasons, some parents and guardians do not wish the name and/or image of their child to appear in printed publications. At your request, we will ensure they do not appear individually and blur their face on group photographs.