

Setting Up Your Yearbook Room

Designate a separate room or a corner of a room as the yearbook work area. The yearbook area needs to be a functional and friendly home away from home since yearbook staff members will spend many hours here.

Furnishing Your Yearbook Room

Furnishing your yearbook room with these items will create a usable workspace for your staff:

- File cabinets (locking is best)
- Tables and chairs
- Computers and laser printers
- Bulletin board(s)
- Calendar(s)
- Waste baskets and recycling bins
- Storage areas for equipment
- Mailboxes for staff members
- Phone line
- Microwave and munchies

Supplies

Keep these supplies available to ensure efficient use of staff time:

- Office supplies, such as pens, pencils, clips and sticky notes
- Cameras and accessories, such as USB cords and memory cards (keep in a locked cabinet)
- Storage media such as jump drives and CDs
- Photography and writing resources, such as yearbook kit materials and AP Style Guide

Maintaining Order

Once you've established a well-organized and functional room, you'll need to maintain it.

- Put materials away at the end of every work day. You could request that either the last one to leave the room is responsible or assign responsibility to a particular staffer.
- Review supplies on a regular basis (for example, every two weeks) and reorder materials when items look low.