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1. How important it is to establish clear expectations â€“ Hold meetings with everyone who will be involved in the yearbook creation and make sure you are all on the same page. If one person is expecting one thing and another person is expecting something else, you are going to have some major issues on your hands.

2. How much more interesting and fun your yearbook will be when you have a theme â€“ Most schools simply use their school colors or mascot as their â€œtheme,â€• but the most fun and unique yearbooks are the ones that have an actual theme to base the yearbook around. Examples could be sustainability, something current in the news or a certain book or artist.

3. How important it is to compile a database of duties for each participant â€“ Oftentimes, the majority of the work falls on only a couple people. This can be avoided by determining early on the strengths of each person participating in the yearbook production, and then dividing up the duties accordingly.

4. The important of keeping good records â€“ Determine what facts and events you will need to have in order to complete your yearbook and divide up the responsibilities of covering them. For example, make sure someone is in charge of collecting quantities of students in each grade so you can anticipate how many pages you will need for each grade. And for events, create a list of the important events that will take place and decide who will record the important information and images from those events.

5. The importance of scheduling in morale-boosting days â€“ Keep the atmosphere fun and be sure to celebrate whatâ€™s gone well. Let the students have some down time as well. Things like pizza parties, ice cream parties, movie nights and computer game night are all ways you can inspire your team to stay excited and keep working hard.

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