

# Yearbook Spread Checklist

Name: \_\_\_\_\_  
Section & Page Title: \_\_\_\_\_  
Page Number(s): \_\_\_\_\_  
Approved by Berry: \_\_\_\_\_

## Photos

\_\_\_\_\_ No faces are in gutter  
\_\_\_\_\_ Dominant photo is exciting and deserving of being larger than others  
\_\_\_\_\_ All photos are in focus and clear  
\_\_\_\_\_ People in photos face gutter  
\_\_\_\_\_ 7-9 photos, large group, small group, trio, couple, individual  
\_\_\_\_\_ Different genders (if possible), different races  
\_\_\_\_\_ Correct photo bylines

## Captions

\_\_\_\_\_ All captions answer 5W and 1H and are in proper format  
\_\_\_\_\_ Every photo has caption attached to it and in correct location  
\_\_\_\_\_ Captions are three grids wide  
\_\_\_\_\_ Captions contain correct font type and size

## Headlines

\_\_\_\_\_ Headline and sub-headline are succinct and relevant to body copy  
\_\_\_\_\_ Headline is above body copy  
\_\_\_\_\_ Sub-headline (if applicable) is smaller font size than Headline  
\_\_\_\_\_ Byline included  
\_\_\_\_\_ Headlines and bylines contain correct font type and size

## Body/Alternative Copy

\_\_\_\_\_ Spell checked  
\_\_\_\_\_ Body copy contains correct font type and size/aligned correctly  
\_\_\_\_\_ Copy is unique to this school year and makes an impact  
\_\_\_\_\_ All names are in correct format and correctly spelled  
\_\_\_\_\_ Student names are in bold  
\_\_\_\_\_ Names within copy are indexed

## Design

\_\_\_\_\_ Proper use of grids, three degrees of separation  
\_\_\_\_\_ Established eye line  
\_\_\_\_\_ Folio on every spread  
\_\_\_\_\_ Contains one type of infographic and elements of design  
\_\_\_\_\_ Correct color swatches/shapes

## Modules

\_\_\_\_\_ At least one on every page  
\_\_\_\_\_ Modules match theme

## Last lookthrough checks

\_\_\_\_\_ At least 27 kids on every spread  
\_\_\_\_\_ Names spelled correctly and indexed  
\_\_\_\_\_ Names checked off in Google Doc  
\_\_\_\_\_ No broken links