

LADDER Diagram

Chart the contents and deadlines of every page in the yearbook on the ladder diagram. This ladder diagram is your reference for page completion.

On the ladder, write the subject and the deadline date for each page of the yearbook. It's a good idea to add the names of the students responsible for each page.

For greater efficiency, many staffs color code the ladder diagram. Assign each deadline a color, then highlight each page to correspond with its deadline. You can use the deadline chart below to create a legend showing each deadline color.

The natural double-page spread, the only two pages printed side by side, is indicated on the ladder. This is the best place for layouts with elements that must align perfectly between the left and right pages.

Follow the plan and meet your deadlines for the smooth production of your yearbook.

For more information about planning the ladder, see **The Elements of Yearbook** at studio.balfour.com.

	Full Page	4-color 1st Deadline
2 Opening	1st Deadline	3 Opening 1st Deadline
4 Opening	4-color 1st Deadline	5 Opening 4-color 1st Deadline
6 Student Life	1st Deadline Div.	7 Student Life 1st Deadline
8 Fashion	4-c. 1st Deadline	9 Fashion 4-color 1st Deadline
10 Study Habits	1st Deadline	11 Study Habits 1st Deadline
12 Dating	4-color 1st Deadline	13 Dating 4-color 1st Deadline
14 College Prep	1st D.	15 College Prep 1st D.
16 Sports Div.	4-color 1st D.	17 Sports Div. 4-color 1st D.

DEADLINES

COVER	ENDSHEET
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EXACT QUANTITIES DUE	
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	Pages:	
3	Date	/ /
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4	Date	/ /
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