

You should be correctly

EnTITLED

Time to create your **title page**. And in case you have forgotten, that is the first page of your yearbook. And no, that is not the table of contents (although you might put that there as well).

When I turn to page one of your yearbook I should always find the following items:

- ✓ Title of the yearbook (The Blazer, Constellations, etc.)
- ✓ Name of your school (Hazel High School, Archbishop James Hill Middle School, etc.)
- ✓ Complete address of your school (street, city, state and zip code)
- ✓ Phone number (with current area code)
- ✓ Website address (www.myschoolswebsite.org, etc.)
- ✓ Volume number (the number of yearbooks you have printed—not the number of years your school has been in existence. There is a difference.)
- ✓ The general e-mail address of your school (info@myschools-website.org, etc.)
- ✓ The current enrollment of your school (This is a historical fact that may become significant in the future if the enrollment shrinks or grows dramatically.)
- ✓ Lastly, some schools are also including the number of faculty and staff, which could also possibly be a significant historical fact.

One of the questions I have gotten in the past after listing this title page essentials list is why do we need the address, state, zip, phone number, etc. Well, the answer is that someday one of your classmates is going to be living thousands of miles away but wants to make sure he or she doesn't miss the next reunion or they need their transcript. They may be far from their hometown but they probably still have their yearbook and there it is, the info they need. Don't let them down. Make sure it is there for them to find it when they need it. ▲

