

TIMELY TIPS

Curriculum

President's Collection - Reference with Intention

OBJECTIVE

Students analyze how award-winning books organize and design their reference section, then build a clear workflow plan, thematic strategy and modular design ideas for their own reference pages.

MATERIALS NEEDED

- [President's Collection Reference video](#)
- Access to [President's Collection Gallery](#)
- Access to current ladder
- Shared digital document

PART 1

INTRODUCTION (10 MINUTES)

Play the Reference video in full. While watching, students will record:

- How did these books organize information?
- What made the reference section feel polished instead of rushed?
- Where did the theme show up?

After the video, ask:

- Why does reference often become a last-minute problem?
- What happens when indexing is delayed?

PART 2

GALLERY ANALYSIS (10 MINUTES)

Using the [President's Collection Gallery](#) page, students examine one featured reference section. As a class, identify:

- Organization structure
- Design consistency
- Placement of index
- Any thematic visual elements

PART 3

TEAM PRACTICE (25 MINUTES)

Divide your staff into three groups.

GROUP 1: Workflow and Indexing Plan

Task: Build a realistic system that prevents last-minute reference chaos. Students must decide:

- When will indexing begin and who is responsible?
- How often will it be updated?
- How will names be verified?
- How will corrections be tracked?

Assignment: Create a month-by-month indexing plan and assign roles.

GROUP 2: Thematic Integration

Task: Determine how the theme will show up in reference. Students must decide:

- Will theme language appear in reference headlines?
- Will visual elements from the book carry into reference?
- Will there be a short theme tie-in statement?
- How will consistency be maintained?

Assignment: Draft 2-3 specific thematic elements that can realistically be executed.

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GROUP 3: Mod Planning and Design

Task: Create modular elements to make reference engaging. Students must sketch and design mods that work well with the theme and current structure of the reference.

Assignment: Sketch or outline three modular ideas that fit within space limits.

PART 4

CROSS-SHARE (15 MINUTES)

Each group presents:

- Their plan
- One potential problem
- One non-negotiable decision

As a class, discuss:

- Do these plans work together?
- Is anything unrealistic?
- What needs adjusting?