FREE LESSON PLAN · A4

Zine Workshop Lesson Plan: 60 or 90 Minutes

Everything a teacher, librarian or youth worker needs to run a first zine session, from the welcome to the swap at the end.

INSIDE

- A 60-minute plan (one-sheet mini zine) and a 90-minute plan (half-sheet booklet)
- Learning goals, a materials list for 20, and a prep checklist
- A word-for-word fold demonstration script
- Access, safety and differentiation notes
- A photocopiable student fold sheet and an exit slip

These pages accompany *The Complete Zine Making Handbook* (Quillfold Studio Handbooks, Book 1) by Margo Quillfold. You may print and photocopy them for your own zines and for non-commercial classes, libraries and workshops. Please do not sell or re-post the files; share the link **quillfold.studio/bonuses** instead.
Paper size of this file: **A4**. Print at **Actual size / 100%**, not "Fit to page", unless a page says otherwise. Edition 1 · November 2026.

OVERVIEW

At a glance

Group	Up to 20 people, about age 10 and up. For younger children, pre-fold the sheets and skip blades entirely.
Length	60 minutes (Plan A) or 90 minutes (Plan B)
Everyone leaves with	A finished 8-page zine they made, and the confidence to make another at home
Cost	Copy paper, pens and a few pairs of scissors; staplers for Plan B

Learning goals

By the end, participants can:

- Explain in one sentence what a zine is (a small, self-published booklet made for love rather than profit).
- Fold and cut a one-sheet mini zine and put eight pages in the right order.
- Plan a short piece across eight pages: cover, hook, middle, ending, back page.
- Share or swap their work, and name one way to copy and distribute it.

Materials for 20 people

- [ ] 60 sheets of Letter or A4 copy paper (three each)
- [ ] 20 copies of the one-sheet template (free in the Template Pack)
- [ ] 10 pairs of scissors (one between two)
- [ ] Black fineliners and markers, one of each per person
- [ ] Pencils and erasers
- [ ] Glue sticks, one between two
- [ ] A box of old magazines and printed scraps
- [ ] 2 long-reach staplers (Plan B only)
- [ ] Two finished example zines to pass around
- [ ] Prompt cards (free Prompt Deck), one set per table
- [ ] Access to a photocopier (optional)

Prep checklist (the day before)

- [ ] Fold two example zines yourself, start to finish, so the steps are fresh.
- [ ] Print templates, prompt cards and the student fold sheet.
- [ ] Lay out one tray per table: paper, pens, scissors, glue, scraps.
- [ ] Write the eight steps on the board, or display the fold sheet.
- [ ] Check you have permission before photographing anyone's work.

PLAN A

60 minutes: the one-sheet mini zine

Time	What happens	Facilitator notes
0–5	**Welcome.** Pass round example zines. "A zine is a small, self-made magazine about anything you like. Today you will make one."	Keep it short. The folding is the hook.
5–15	**Fold a blank dummy together**, step by step, using the script on the next page. Everyone numbers the pages 1–8 in pencil.	Show each fold, then wait until every sheet is done. Pair quick folders with slower ones.
15–20	**Choose a subject.** Each table draws three prompt cards and picks one. Shrink it: one day, one street, one list.	"A zine about my day" is always allowed.
20–45	**Make the pages** on the folded dummy, or flat on a template sheet: draw, write, collage.	Remind everyone that page 1 is the front cover and page 8 is the back. Circulate and ask "what happens on page 4?"
45–52	**Finish and credit.** Name, date and "free" or a price on the back page.	Quick finishers start a second zine or a cover for a friend.
52–60	**Share and swap.** Trade zines in pairs, or read one page aloud. Exit slip.	Sharing aloud is always optional.

PLAN B

90 minutes: the half-sheet booklet

Time	What happens	Facilitator notes
0–10	**Welcome and examples;** fold a two-sheet dummy in front of the group and number it 1–8.	Show how pages pair up: 8 | 1 and 2 | 7 on the outer sheet.
10–20	**Thumbnail** an 8-page zine on the planner.	Stress a clear cover and a back page with a name.
20–60	**Make the pages** at half-sheet size, two pages per side of a sheet, following the imposition map.	Help with lettering, layout and collage. Keep text inside the safe area.
60–75	**Copy and fold.** Photocopy double-sided (flip on short edge), fold, and nest the sheets.	One helper runs the copier. Test one copy before the run.
75–85	**Bind** with a long-reach stapler: two staples on the fold.	Two staplers keep the queue short.
85–90	**Swap copies,** exit slip, tidy up.	Offer a copy to the library's zine collection, with permission.

DEMONSTRATION SCRIPT

The fold, in eight sentences

#	Do	Say
1	Hold the sheet landscape, long side at the top.	"*Everybody hold your paper wide, like a TV screen.*"
2	Fold top to bottom, crease, open.	"*Corners together first, then press from the middle out.*"
3	Fold left to right, crease, open.	"*Now you have a cross of creases.*"
4	Fold each short edge in to the centre crease, crease, open.	"*Count the boxes: there should be eight.*"
5	Fold in half short edge to short edge, then cut from the fold to the next crease only.	"*Stop cutting at the crease. One box wide, no further.*"
6	Open flat and check the slit crosses the middle two boxes only.	"*Hold it up: can you see a window in the middle?*"
7	Fold in half the long way, slit along the top, and push the ends together.	"*Push gently, like an accordion. It will open into a diamond, then a plus.*"
8	Fold the arms flat into a booklet with the front cover outside.	"*Flip through. Is it a little book? You just made a zine.*"

Access and differentiation

- Offer **pre-folded sheets** to anyone with limited hand mobility, and let people dictate words to a helper.
- Print the fold sheet **enlarged** (about 129% from Letter to Tabloid, or 141% from A4 to A3) for low vision.
- Give wordless options: a comic with no text, a collage zine, a list of drawings.
- Stretch fast makers with a **poster on the back** of the sheet, a second issue, or a group zine for the library.

SAFETY

Use scissors with younger groups. Hand out craft knives only to adults or older teens with a cutting mat and metal ruler, and collect them when cutting is done. Count needles and awls in and out if you teach sewn bindings. Choose glue sticks over liquid glue for young groups.

Assessment

Look for: eight pages in order and right way up; a cover with a title; a back page with a name; one clear idea carried across the pages. The exit slip on the last page gives you each person's own view in two minutes.

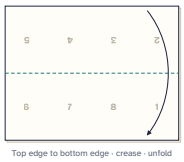
FOUR-SESSION COURSE

1 · What zines are; first mini zine. 2 · Booklets and bindings (staples, pamphlet stitch). 3 · Layout, lettering and collage. 4 · Copy an edition, swap, and make a group zine. The full projects are in *The Complete Zine Making Handbook*.

Make a zine from one sheet of paper

You need one sheet of paper and scissors. Fold every crease firmly, then open it again until step 5.

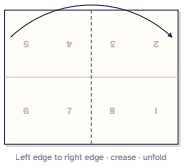
1



Top edge to bottom edge · crease · unfold

Hold the sheet landscape, long side at the top.

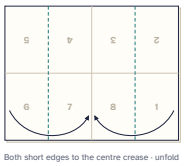
2



Left edge to right edge · crease · unfold

Fold top to bottom, crease, open.

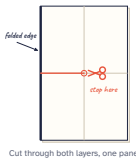
3



Both short edges to the centre crease · unfold

Fold left to right, crease, open.

4



Cut through both layers, one panel long

Fold each short edge in to the centre crease, crease, open.

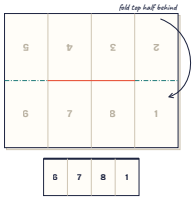
5



Slit runs across the two middle panels only

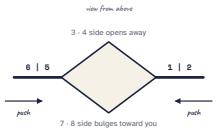
Fold in half short edge to short edge, then cut from the fold to the next crease only.

6



Open flat and check the slit crosses the middle two boxes only.

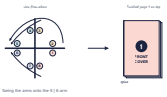
7



Hold the ends · folded edge up · push gently

Fold in half the long way, slit along the top, and push the ends together.

8



Fold the arms flat into a booklet with the front cover outside.

Plan your eight pages

1 · Cover	Title + picture + your name
2–3	Why this? Hook the reader
4–5	The middle: one idea per page
6–7	The ending, or what to try next
8 · Back	Name, date, "free" or a price

EXIT SLIP

Name _____ **Date** _____

1. My zine is about: _____
2. The part I am proudest of: _____
3. One thing I would change next time: _____
4. Who I could give or swap a copy with: _____

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