Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business card:

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Points Possible |
| Company Logo |  | 2 |
| Company Name |  | 2 |
| Company Address |  | 2 |
| Your Name |  | 2 |
| Your Title | Graphic Designer | 2 |
| Phone Number | Fake | 2 |
| Email Address | Fake | 2 |
| Website | Fake | 2 |
| Clean Design | Card is clean and well laid out. | 4 |
|  | **Total** | 20 |

Business letterhead:

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Points Possible |
| Done on 8.5 by 11.5 blank page |  | 2 |
| Company Name |  | 2 |
| Company Address |  | 2 |
| Company Phone Number | Fake | 2 |
| Company E-mail | [info@companyname.com](mailto:info@companyname.com) | 2 |
| Company Website | Fake | 2 |
| Clean Design | Letterhead is clean and well laid out. | 3 |
|  | **Total** | 15 |

Flyer:

|  |  |  |
| --- | --- | --- |
| Requirement | Description | Points Possible |
| Company Name |  | 2 |
| Company Logo |  | 2 |
| Event Title | Open House | 2 |
| Address of the Event |  | 2 |
| Date of the event |  | 2 |
| Time of the event |  | 2 |
| BRIEF description of goings on | What will be happening, what is offered, what people can expect if they come, why they are coming | 2 |
| How to sign up | By phone, by email or by not necessary | 2 |
| At Least 1 image | Applies to the event | 2 |
| Flyer is clean and well laid out. |  | 2 |
|  | **Total** | 20 |

Return envelope:

|  |  |  |
| --- | --- | --- |
| Requirements | Description | Points Possible |
| Company Name |  | 2 |
| Company Logo |  | 2 |
| Company Address |  | 2 |
| Located in correct spot |  | 2 |
| Design is clean and well laid out |  | 2 |
|  | **Total** | 10 |