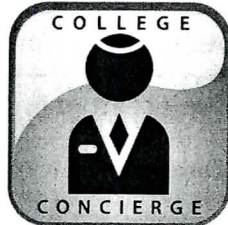


Project #: P-5

Desktop Publishing Specialist



Project Title

Event Invitation

New Skill:

- Designing an event invitation



The Office
Specialist.com
The Microsoft Office Experts

College Concierge

Jazz My Wheels

Lettuce-Do-Lunch

Squeaky Clean

Lawn Enforcement

Desktop Publishing Specialist

Project #: P-5

Customer Name: College Concierge
Assigned to: You, the Desktop Publishing Specialist
Project Title: Event Invitation
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge is producing an alumni party during homecoming weekend for University of Learning. This is a private party and is open to alumni who donate significant amounts to the alumni association. The party is being held in October with an Autumn Elegance theme. The attire is semi-formal. Because it is homecoming weekend, university football is also reflected in the theme. College Concierge has been asked to use this theme to design an invitation for the event.

Your Job

As the Desktop Publishing Specialist, you will create an invitation for the homecoming weekend alumni party that reflects the party themes of Autumn Elegance and university football.

Tips and Strategies

1. Choose appropriate fonts and graphic images that coordinate with the occasion of your event invitation.
2. Download the "Document Planning Form" from the www.theofficespecialist.com Web site to plan the layout and design of your event invitation on paper first.

Instructions to the Desktop Publishing Specialist

1. In this project, you will be provided the content to include. The layout, design, and fonts for this document will be left for you to decide.
2. Using Microsoft Publisher or an equivalent desktop publishing software, create a new document.
3. Save the document as **Project P-5 Event Invitation** in the “DTP Projects” folder within the “College Concierge Projects” folder.
4. Follow the Event Invitation Page Setup Instructions provided on page 338.
5. Include the following on your invitation:
 - A title that indicates the occasion being celebrated:
You are invited to our annual After Quad Celebration
 - The date, time, and location of the event:
Saturday, October 14
Pep Rally Hors d'oeuvres at 5:30 p.m.
Kick-off Dinner at 6:30 p.m.
Touchdown Desserts at 7:30 p.m.
Sideline Entertainment at 8:00 p.m.
Founders Hall
29350 Scholar Circle
 - Special instructions to the recipient:
Semi-formal attire is requested
 - An R.S.V.P. request:
R.S.V.P. by October 1st
 - One or two graphic images appropriate for the message (for example, a football or football-related images)
 - Add additional text and/or graphic elements to help enhance the look and design of the document
6. Format the size and placement of the text and other elements on the invitation so that they are in proportion with one another and project a professional image.
7. Carefully proofread your work for accuracy, format, spelling, and grammar.
8. Resave the document.
9. Print a copy of the document if required by your instructor.

Event Invitation Page Setup Instructions:

# of Pages:	1
Dimensions:	8.5 x 11 inches
Margins:	0.5 inch on all sides
Orientation:	Portrait
Other:	Using the rectangle tool, draw a rectangle that measures 5 inches wide by 7 inches tall, giving it a 1 pt. border. Position the rectangle in the center of the page. Place the contents of the invitation within this rectangle.

