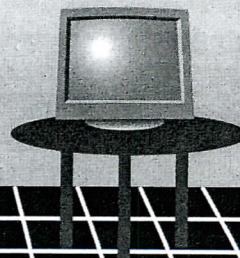
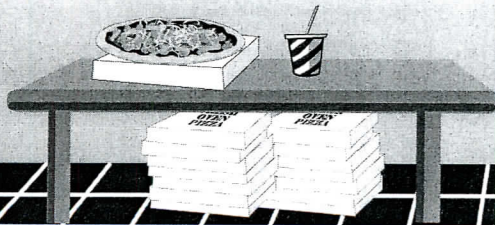
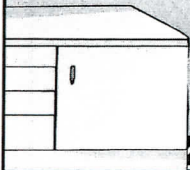
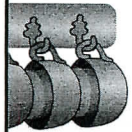


Bonus #2: Create a T-shirt Raffle Entry Form

Approximate Completion Time: 1 - 1.5 hours



Create a T-shirt Raffle Entry Form



TASK AND PURPOSE:

To create a T-shirt raffle entry form. The form will be filled out by customers of Frillio's Pizza who choose to enter the weekly T-shirt giveaway (as explained in Part 14).

OPTIONAL MATERIALS SUGGESTED:

Cardstock paper.

GETTING TO KNOW WHAT YOU'RE DESIGNING:

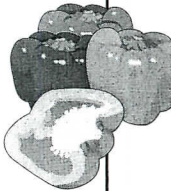
Forms are a part of every business—from job and college applications, to loans and surveys. The purpose of a form is simple—to collect information.

STRATEGIES AND DESIGN TIPS TO CONSIDER BEFORE CREATING YOUR RAFFLE ENTRY FORM:

1. Be sure to allow plenty of space between the lines.
2. Be sure each line or box of information is wide enough for the customer to fit the requested information.
3. Include the text "print neatly" to make the information easy to read.
4. Use the same typeface (font) throughout the form. There is no need to get fancy when designing a form. The information you are requesting should be presented to the reader in a clear and concise manner.
5. Be sure to include instructions on what to do with the form once it is filled in completely.
6. Use the document planning sheet to sketch a thumbnail design of your T-shirt raffle entry form on paper first.

CONTENT AND INFORMATION TO INCLUDE ON YOUR T-SHIRT RAFFLE ENTRY FORM:

1. At the top of the form, include the text "Win a Free Frillio's Pizza T-shirt."
2. Next to the text at the top of the form, include a small graphic image of the T-shirt and its design that you created in Part 14.



Bonus #2 Continued - Raffle Entry Form

3. On the next line, include the following text:

“Just fill out and drop this form in the box labeled *T-shirt Drawing* located on the cashier’s counter. You may enter as many times as you’d like.”
3. Include the text “Please print neatly” just above the first line of entry on the form.
4. Request that the customer fill out the lines of entry shown below. Add thin straight lines next to or above each item of requested information.

First Name
Last Name
Address
City, State, Zip
Phone
*E-mail Address:
**Your e-mail address will never be rented or sold*

5. Add a line of text that reads “Please tell us how we’re doing...”
Just beneath this text, create small check-off boxes next to the following words as shown below:

Excellent Good Average Could be better

6. Add a section for customers to write in any additional comments they would like to add to the form.
7. Arrange the requested information neatly on the card.
8. In small print, include the following text near the bottom of the form:

“One size fits all. T-shirt drawing is held every Friday evening. You do not have to be present to win. No purchase required to enter. If you are a winner, we will contact you by phone or e-mail.”

9. Write your name, the document title, and “Bonus #2” on the reverse side of the raffle entry form.

Save the document as: Bonus 2 Raffle Form

Optional Design-Defense Memo:

Type a letter of memorandum addressed to Joe Frillio explaining your design, placement, font selections, layout scheme, and choice of graphic image(s). Attach this memo to your final document.



T-SHIRT RAFFLE ENTRY FORM PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
Dimensions: 8.5 x 11 inches
Margins: .5 inches on all sides
Orientation: Tall (Portrait)
Other: Create a border measuring 6 inches wide by 4 inches tall. Place the contents of the form within this border.

