

**Outlook Lesson** **2** **Challenge Yourself Project 10 Lights, Camera, Action**



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created an appointment to determine budget with producer			
Created an appointment to negotiate salary with lead actor			
Created an appointment to meet with costume designer			
Created an appointment for a conference call with the special effects team			
Made sure that all of the appointments took place within a one-week period			
Added each appointment to your Outlook Calendar			