Name _____ Period _____ Date_____

Advanced Integrating Applications Unit

4

**Portfolio Project
4 Prepare for Opening Night**

R

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Created a Word document			
Keyed the large heading *Thank You!*			
Keyed a paragraph about the importance of contributions			
Created the headings *Sponsors*, *Donors*, and *Friends*			
Under *Sponsors*, imported a query listing those who gave $200 or more			
Under *Donors*, imported a query listing those who gave $100 to $199			
Under *Friends*, imported a query listing those who gave less than $100			
Formatted the list of names attractively			
Proofread carefully			
With your teacher's permission, printed the document			
Saved the document to your Portfolio Folder			