

Name \_\_\_\_\_

## **Ultimate Vacation**

### **Outline of Requirements**

1. Vacation Letter to Teacher (Email)
  - a. Describes 5 activities - 5 pts
  - b. Describes where you will be going -1 pts
  - c. Total cost of trip -1 pts.
2. Information Flyer (Word or Pages)
  - a. Vacation location – 1pts.
  - b. Activities you will be doing on your trip – 5 pts
  - c. At least one graphic – 1 pts.
  - d. Cost of trip – 1 pts.
  - e. Your name – 1 pts.
3. Itinerary (Word or Pages)
  - a. Chronological order – 5 pts.
  - b. Times, hotels, activities, location, mode of transportation – 10 pts.
  - c. Margins are 1” – 1 pts.
4. Activity List (Word or Pages)
  - a. Brief description of each activity – 10 pts. (2 pts. Each)
  - b. Location of activity – 5 pts. ( 1 pt each)
  - c. Price of activity – 5 pts.
  - d. Margins 1” – 1 pts.
5. Cost Sheet (Excel or Numbers)
  - a. Transportation cost – 2 pts.
  - b. Lodging cost – 2 pts.
  - c. Meal cost – 2 pts.
  - d. Entertainment cost / Activity cost – 2pts.
  - e. Misc. cost – 2pts.
  - f. Include appropriate formulas – 5 pts.
  - g. Merge and Center title of the vacation - 2 pts.
6. Presentation of Project (Powerpoint or Keynote) – 30 pts  
Present your project to the class. Give a brief outline of your Vacation.

You will have lots of class time to complete this project. If you have any questions, please do not hesitate to email me.