Business Cards

You have been asked to create business cards for the staff of Detroit Institute of Technology. Each card must contain the following information and the DIT logo:

Staff name

Detroit Institute of Technology

18445 Cathedral

Detroit MI 48228

Office – 313.852.6606

Fax – 313.866.9392

firstname.lastname@detroitk12.org

You may freely use WordArt, shapes, lines, graphics and font color. Do not use page color. I am looking for creativity & unique designs. What makes your design different from the rest of your peers?

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| **Business Card**  |
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| Element | PossiblePoints | PointsEarned |
| 1. 3.5 x 2” business card  | 2.5  | \_\_\_\_\_\_\_\_\_  |
| 2. Business card on 8 ½ x 11” paper in portrait orientation  | 2.5  | \_\_\_\_\_\_\_\_\_  |
| 3. All required information is present  | 10  | \_\_\_\_\_\_\_\_\_  |
| 4. Accurate spelling, punctuation, and grammar  | 10  | \_\_\_\_\_\_\_\_\_  |
| 5. Effective use of fonts, type styles, and type sizes  | 10  | \_\_\_\_\_\_\_\_\_  |
| 6. Applied principles of design and rules for proper layout  | 5  | \_\_\_\_\_\_\_\_\_  |
| 7. Creativity  | 30  | \_\_\_\_\_\_\_\_\_  |
| 8. Overall design and appearance  | 30  | \_\_\_\_\_\_\_\_\_  |