DTP ACTIVITY: CREATING A PROGRAM BOOKLET

To set up for Microsoft Publisher: Layout/Design Requirements: Set up as indicated below.

- 💻 Blank Publications, Book fold, Create

- 💻 Automatically insert pages? Yes

- 💻 File, Page Setup, Landscape

- 💻 Arrange, Layout Guides, 0.25" all the way around

Use the information on the next page to create a program suitable for a children's Christmas Play. Include all important information!

Front cover:
Create an appropriate cover that includes graphics that depict the setting of the play. Use a page border on this page only.

For the inside spread:
Put the acts on the left hand side (and use right tabs with dot leaders).
For the right hand side, list the participants and set up to your liking.
Include a small symbol or graphic in each bottom corner (far left and far right).

On the back cover:
Include a list of acknowledgements in two columns.
Use a graphic as a watermark behind the text in the columns.
On the bottom of this sheet, include a cut-out form for donations for the children's literacy fund.
Use right tabs with line leaders to set up the blanks.
Center your company logo below the acknowledgements.

Be sure to use high quality graphics, which are not copyrighted, throughout the publication.

GRADING RUBRIC

✓		Points Possible	
	Correct setup in Publisher (margins, etc.) and folds properly	10	
	Cover page is creative and uses graphics wisely to depict setting of the play	10	
	Border used on cover page	10	
	Inside spread uses dot leaders for Acts	20	
	Inside spread contains the two required symbols in the corners	10	
	Inside spread uses graphics to complement the publication	10	
	All graphics are high quality	20	
	Two columns used for acknowledgements on back cover	10	
	Watermark on back cover	10	
	Cut-out form uses a box or line with scissors	10	
	Line leaders are used to line up blanks on entry form	10	
	All information is in correct location; logo is included	20	
	Information is accurate	10	
	Grammar/spelling is correct	20	
	Program booklet looks professional	20	
	TOTAL	**200**	

NAME:_____

THE MISSING ANTLERS

Description of Play:
There is terror at the North Pole! An uninvited visitor, Percy Plunk, has dropped in on Santa to try to stop Christmas. Even with opposition from the elves, Percy is successful in cutting off the antlers of all the reindeer. The elves brainstorm ideas to help and come up with a special plan of their own to help Santa and put Percy in his place. Will Santa be able to deliver the gifts if his reindeer don't have any antlers?

Information:
The play is being held December 18 at Henderson Elementary School Auditorium and is being performed by the 5th and 6th grade classes. Admission is $2 for adults and $1 for students.

Cast of Characters:

Elf 1	Lucy Minx	Kid 6	Tiffany Patterson
Elf 2	Rachel Sparks	Kid 7	Perciful Prose
Elf 3	Mark Wipple	Kid 8	Amanda Smith
Elf 4	Roger Carmine	Ghost	Sheldon Joslin
Elf 5	Chris Clippy	Head Elf	Carter Gross
Elf 6	Mary Rogers	Soap Carver	Ben Capps
Elf 7	Quincy Box	Soap Plant Worker 1	Lars Hans
Elf 8	Ramona Bly	Soap Plant Worker 2	Brad Jines
Santa Claus	Peter Brady	Evil Elf	Dawn Watson
Mrs. Claus	Angela Rogers	Percy's Mother	Elizabeth Hood
Percy Plunk	Russel Quimby	Percy's Dad	Jason Williams
Kid 1	Cassandra Evie	Dog	Mikey Jones
Kid 2	Megan Andrews	Reindeer 1	Karen Matzenbach
Kid 3	Gertrude Pox	Reindeer 2	Timothy Cobb
Kid 4	Levi Butters	Reindeer 3	Cassandra Wilson
Kid 5	Trudy Spencer	Reindeer 4	Mindy Lester

Acknowledgements:
High School Art Class for designing the set and painting the backdrop
Chamber of Commerce for donating money for the costumes
Mrs. Childers for making the reindeer costumes
Miss Rogers for donating the elf ears
Michelson Hardware for donating the nails and hammers
Dollar General for donating soap
Mr. Lewis for writing the play
Mr. Spencer for directing the play
Parents for bringing your children to school to practice
Students for working so hard to make this year's play one of the best!

Acts
ACT I: Another Day at the North Pole
ACT II: Santa's Long Nap
ACT III: Terror at the North Pole--Don't Wake Santa!
ACT IV: Percy's Attack
ACT V: The Elves Devise a Plan
ACT VI: Visit from the Christmas Ghost
ACT VII: Percy's Family Crisis
ACT VIII: Santa Awakes
ACT IX: Putting the Plan into Action
ACT X: The Soap Maker Saves the Day
ACT XI: Christmas is Saved!

Information for Donation Form:
Include a place for Name, Address, Home Phone Number; check boxes (use symbols) for donation amounts of $5, $10, $20, $50, and an "other" blank; proceeds collected go to support the Children's Literacy Fund, which provides after-school time for students to practice reading and goes to the purchase of new books. Return forms to the Children's Literacy Fund Coordinator, 123 Smart Street by December 31, 2014.