


Name _____

Checklist for *Sugar Hill Hall* Brochure

- Brochure title made in **Word Art** 
- One picture is inserted for each topic chosen
- Six panels are complete:
 - #1 is Welcome/Title panel
 - #2 is Mailing (address) panel
 - #3, #4, #5, #6 panels cover topics of choice: food, recreation, rooms, activities as discussed in class.
- Both the return and mailing addresses are typed in the middle panel:
- Background** (found under **Format**)
- Appropriate **character quotes** are included
- Colors contrast to make fonts readable.
- Looked at **Print Preview** (click "File" to find) to make sure nothing will be cut off when brochure is printed!

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Sample Page 1:

#3

#2

#1

