**Dream Vacation: Itinerary Rubric**

|  |  |  |
| --- | --- | --- |
| Name: | Points Possible | Points Earned |
| **Setup** | **20** |  |
| Filename | 2 |  |
| No Spacing Style & Margins | 2 |  |
| Title: Center, Title, Text Effect, Size | 4 |  |
| Label: Text Effect, Size | 2 |  |
| Date: Size, Bold | 2 |  |
| Pictures in the Header, Format w/ Picture Style | 4 |  |
| Bottom Border for Header | 2 |  |
| Spelling & Grammar | 2 |  |
| **Page 1: Trip Details Table (2x1)** | **20** |  |
| Border Formatting (Style & Color) | 2 |  |
| Shade a Cell | 1 |  |
| Headings: Formatted to Stand Out | 2 |  |
| Flight Info: Departing & Return Flight Info, Ticket Type, Cost | 4 |  |
| Hotel Info: Address, Phone, Room Type, Cost | 4 |  |
| Currency & Conversion | 2 |  |
| US Embassy/Consulate Address & Contact Number | 2 |  |
| Weather Information | 1 |  |
| Spacing: Information formatted and spaced to fill space | 2 |  |
| **Page 2: Planned Activities Table (2x12)** | **20** |  |
| Table Row Headings: Text formatted and cells shaded | 2 |  |
| Each activity is labeled and formatted to stand out | 2 |  |
| Bullet points for planned activities information | 2 |  |
| 8-10 planned activities with supporting information | 10 |  |
| Total Row: Shade, Text Effect, Foreign and US Currency | 4 |  |
| **Organization & Attractiveness** | **10** |  |
| Text: B/I/U | 3 |  |
| Change font color of some text | 2 |  |
| Additional images, formatted | 1 |  |
| Fonts are legible and easy to read | 2 |  |
| Use the Text Highlight Color to make some info stand out | 2 |  |
| **TOTAL** | **70** |  |