

## WHAT YOU MUST HAND IN

### Task 1 – Poster

Create a poster to advertise the next three-day festival.

(Total 4 marks)

### Task 2 – Membership card

Create a new membership card for Allenwood Sports and Leisure Centre.

(Total 5 marks)

### Task 3 – Agenda

Create an agenda for the next meeting to discuss the 2007 three-day festival.

The agenda must include:

- standard information
- the two specified agenda items
- three other items to be discussed.

(Total 5 marks)

### Task 4 – Timetable

Create a timetable for the main swimming pool for this month.

The timetable must include:

- details of the sessions that take place every month, including when lanes are available for swimming
- two sessions that take place this month.

The timetable must be designed to be printed on A4 paper and can be single or double sided.

(Total 6 marks)

### Task 5 – Application form

Create an online application form for tickets for the next three-day festival.

The application form must include:

- customer contact details
- the type of tickets available
- the total cost of the tickets chosen.

(Total 5 marks)