## TO-DO LIST



You should use the following table to make sure you have all the printouts required.

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| **Task** | **Printouts** | **Marks Available** | **Completed**  **(√)** |
| 1 | Headed paper | 4 |  |
| 2 | Theory — Recruitment | 6 |  |
| 3a | Presentation — handout view | 11 |  |
| 3b | E-mail — with evidence of sending | 5 |  |
| 4 | Wristband | 3 |  |
| 5 | Theory — Staff Review | 5 |  |
| 6 | Internet printouts — hotel, flight, directions, and taxi details | 6 |  |
| 7 | E-diary — weekly view and tasks | 5 |  |
| 8 | Running order | 6 |  |
| 9 | Mail merge:   * showing merge fields * showing merged letter | 7 |  |
| 10 | Security pass | 6 |  |
| 11 | Press release | 6 |  |