

**Outlook  
Lesson****3****Challenge Yourself Project 9  
Planning a Movie**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Sent e-mail requesting meeting with the Director of the City Filming Office and the Director of Parks			
Used e-mail addresses provided by your teacher			
Explained in your e-mail that you needed a permit for filming			
Created a new Word document			
Keyed a paragraph explaining the difference between optional and mandatory attendees			
Explained whether the people who received your e-mail requests were optional or mandatory attendees			