

NAME _____

DATE _____



Team Letterhead

Communicating with a professional image

PLANNING FORM

Instructions

In the spaces provided, sketch three possible letterhead designs for your team. Be sure to include the following information when creating your letterhead: *Team Name and Logo; Field, Arena, or Stadium Name; Address, City, State, and Zip Code; Phone Number (with area code); Fax Number (with area code); Web Site Address.*

Design 1

NAME _____

DATE _____



PLANNING FORM

W-1

Team Letterhead

Communicating with a professional image

Design 2

A large, empty rectangular area with a solid black border, intended for a design project. Inside this area, there is a smaller rectangle defined by a dotted line, which likely serves as a guide for the placement of text or graphics on a letterhead.

NAME _____

DATE _____



W-1

Team Letterhead

Communicating with a professional image

PLANNING FORM

Design 3

A large, empty rectangular box with a solid black border, intended for a design. Inside the box, there is a smaller, empty rectangular area defined by a dotted line, likely representing a placeholder for a logo or image.