**Production and Distribution Schedule Instructions and Rubric**

**Task:** Decide when and how you will produce and distribute your publication. Make sure to consider the following factors:

* How often will you publish? What will that process be like? Deadlines? Editing?
* What equipment will you need? Where can you get it? Do you need to buy it?
* Do you need help from teachers? Administrators? Members of the community?
* Do you need to print your publication? How long will that take?
* How will you distribute your product? Do you need to get permission from anyone?
* Include a reflection that addresses these factors.

Create a production and distribution schedule for six months, leaving yourself two months for setup and producing your product for four months. Include at least two deadline cycles.

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|   | **10 (A)** | **8.5 (B)** | **7 (C)** | **5.5 (D)** |
| **Process** | Describes an effective process for creating, producing and distributing the new product, including detailed consideration of all the questions. | Describes a reasonable process for creating, producing and distributing the new product, including consideration of all the questions. | Describes an adequate process for creating, producing and distributing the new product, but may not consider all the questions. | Describes an incomplete process for creating, producing and distributing the new product. Does not consider most of the questions. |
| **Schedule** | Includes specific tasks for each of the six months, considering all tasks that must be completed for planning, producing and distributing the publication. | Includes generic tasks for each of the six months, considering most tasks that must be completed for planning, producing and distributing the publication. | Includes basic tasks for each of the six months, considering some tasks that must be completed for planning, producing and distributing the publication. | Includes some basic tasks for each of the six months, considering few tasks that must be completed for planning, producing and distributing the publication. |
| **Format** | Schedule and plans are presented in a visually stunning and organized manner that is easy to understand and professional. | Schedule and plans are presented in a visually appealing and organized manner that is easy to understand. | Schedule and plans are presented in a visually appealing and structured manner, but a reader may have some questions. | Schedule and plans are presented in a disorganized manner and appear more like a list than a finished product. The reader is left with questions. |
| **Mechanics** | No spelling or grammar errors are present. | One or two spelling or grammar errors may be present, but they are minor. | Several spelling or grammar errors are present and obvious. | Many spelling or grammar errors are present and obvious. |