

# Scope of Work Report

Proposed by **Julaluck Kitpowsong**

Employer name: **Interactive Futures (IF)**

Duration: **Sept 23, 2009 – Dec 9, 2009**

Hours per week: **6-9 hours**

During my internship with Interactive Futures, I will be mainly working with Wendi Copeland and Julie Andreyev. My roles in this internship are to assist in coordinating the conference preparation, for example, prints, set up, registration, bus coordination and catering.

## Tasks and Responsibilities

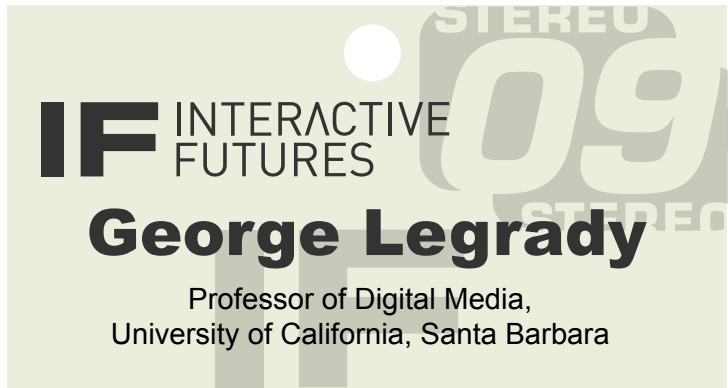
- Design nametags that categorize different groups in the conference
- Research about materials for nametags and how to make them look good and cost-efficient
- Research about how to make staffs to look distinctive during the conference, for example, they may be requested to wear a black T-shirt with IF logo printed at the back.
- Print conference posters, nametags, images of conference sponsors, agenda for registration desk and the conference area.
- Create, print and display a poster for display restaurant on Grandville Island
- Type a list of restaurants participating in the conference
- Create various colorful tickets that can identify different beverage categories
- Create some signs for Cash Bar
- Create and print some generic signs for way finding

## Learning outcomes

- Development of graphic design and printing skills
- Development of problem-solving skills
- Development of oral and written and communication skills
- Development of skills to work effectively in a group
- Development of an awareness and understanding of a theme of each project
- Development of research and management skills
- Development of creative and critical thinking skills
- Development of being punctual and responsible person
- Development of adapting myself to a professional circumstance
- Development of using Adobe Creative Suit software especially Illustrator, Photoshop and InDesign.

## Recent projects with IF

### Nametag design



# T-shirt design for IF's staffs

design 2



design 1



design 3

