

The Eagle

Name: _____

Publication Date: _____

Newspaper production rubric for grading *Sales staff*

	Points	Initials	Date/Time
1. Sell minimum 250 inches per issue (20 points)	_____	_____	_____
	(INST, ME, ADM)		
<ul style="list-style-type: none"> • If sales were under 200 inches the previous issue, an increase of 50 inches. • Commission on ad sales not issued if quota not met. • Quota is collective for entire sales staff. 			
2. Ad spaces on pages or run sheet turned in (10 points)	_____	_____	_____
	(INST, ME, ADM)		
<ul style="list-style-type: none"> • Due by Friday at 5 p.m., before publication 			
3. Ads designed and on pages (10 points)	_____	_____	_____
	(INST, ME, ADM)		
<ul style="list-style-type: none"> • Due by Monday at 4 p.m. 			
	_____	Total points	

INST Instructor
ME Managing editor

SE Section editor
ADM Advertising manager

PE Photo editor
LE Layout editor