

Design Your Workplace Checklist

NAME: _____ DATE: _____ AM/PM: _____

In order to complete and receive credit for this assignment, every item on the checklist must be checked and completed.

PART ONE

1. _____ Your budget for space with everything in it will be \$25,000 assuming you applied for and received a small business loan to create your space. You will have to submit a proposal to the bank showing what you will be using the money for. You do not need to use all the money, but you cannot exceed the loan amount.
2. _____ Fill out and submit a Small Business Loan Proposal that you will submit to the bank asking for the funds to start your business. Here are the topics for the 3 paragraphs:
3. _____ Who are you and what is your business (sound, video, graphic design, etc)?
4. _____ What equipment do you need and why?
5. _____ How much do you expect to make in your first year and what will you do to market your business to meet that goal?
6. _____ Submit your completed proposal to Schoology

PART TWO

Create a list of what you observed and start to write up a list of supplies and specifications for your studio space and keep it handy when you go to begin your Floor Plan.

1. _____ Using websites like IKEA, Amazon, Sweetwater, Adorama, and B&H Photo, search for your equipment and software.
2. _____ Do some price comparisons for the best price.
3. _____ Insert links and prices into your form
4. _____ Submit your list to the instructor Via Schoology.

PART THREE

Begin to design your space using Vector based software. In this case, we will be using Adobe Illustrator to create your Floor Plan.

Add colors, add finishing touches and refinements, and create a symbol "Legend". See the examples on the right

The space for your work area is:

- 17' Interior Width
- 21' 3" Interior Length
- 9' Ceiling Height

Your Floor Plan Blueprint MUST include:

1. _____ **Create an Adobe Illustrator file 24"X18"** to create your floor plan. This will give you some extra space on the side to put your "Legend" describing what your shapes and symbols are.
2. _____ Entrances and exits
3. _____ Walls, dividers, windows, etc.
4. _____ Furniture (Desks, couches, tables, chairs, etc.)
5. _____ Equipment (computers, instruments, video, camera equipment, speakers, etc.)
6. _____ Additional spaces (bathroom, studio area, equipment room, sound room conference area, etc.)
7. _____ Make sure to use colors for these items and label them with text so we know what they are
8. _____ Add colors, add finishing touches and refinements, and create a symbol "Legend"
9. _____ Export as a JPEG and upload to Schoology when finished.