

## Business & Communication Systems

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### Nightclub Exercise

**Objective** – To develop and demonstrate word processing skills, specifically related to business letters, facsimiles, business cards and flyers within a business concept.

**Overview** – In this exercise you are required to complete a series of tasks related to setting up a nightclub in your local area.

You will be working in small groups.

#### Task 1 – The Idea

1. \*Identify a suitable location for your nightclub (in the local area).
  - **Produce a letter to local estate agents enquiring about suitable locations.**
  - **Produce a letter asking the local council for permission to have a nightclub in your chosen location.**
2. \*Think of a name for your nightclub.
3. \*Think of a style/theme for your nightclub.
4. \*Think about prices and décor etc.\*Jot down a few ideas about why you think your nightclub will be successful

*NB – Tasks marked with a \* are your first homework.*

#### Task 2 – The Design

1. Using a suitable graphics program produce a floor plan (interior design) for your nightclub.
2. Produce a **table** of fixtures & fittings (including approximate prices).

#### Task 3 – The Buzz

1. Create a business card for your nightclub.
2. Create a flyer to promote your nightclub.
3. Create a publicity article (using columns and margins) that will go in local newspapers.

**FINAL HANDIN DATE.....**