

# Postcard Planning Sheet

Postcard Parts	Example	Plan for this Part
<b>Mailing Address</b> The name and address of the person or people who will receive the postcard.	<i>Person's Name</i> <i>Street Address</i> <i>City, State Zip</i>	
<b>Image Title</b> The title of the image that will appear on the front of the postcard.	<i>A Dinosaur Named Sue</i>	
<b>Image Description</b> Two or three sentences that describe the image or provide more details on it.	<i>Sue is the largest T. rex skeleton ever found. The fossil is a permanent exhibit at The Field Museum in Chicago.</i>	
<b>Image Credit</b> The source of any images you use that was created by someone else.	<i>Photo © The Field Museum</i>	
<b>Greeting</b> The opening, which includes the name of the person who will receive the postcard.	<i>Dear Dad,</i>	
<b>Body</b> The message included on the postcard. Usually several sentences long.  Use the back of this sheet if you need more room to plan the body of your message.	<i>I just visited this great museum in Chicago that has dinosaurs and stuff on science. It was really a lot of fun. I wish you could have come with us.</i>	
<b>Closing</b> A last word or two to the reader.	<i>Love,</i>	
<b>Sender's Name</b> The signature or name of the person sending the postcard.	<i>Travis</i>	
<b>Stamp</b> Circle the stamp you plan to use and write a sentence or two that explains why it's the right choice for your postcard.		

