

Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All department members will receive points based on their completion of their required tasks

Art & Publications Department

Company _____

Task 1.0: End of the Year Awards Program: High Priority Deadline May 23rd.

Contact the Marketing and Communications Vice Presidents to get the schedule for the company awards luncheon. Design a decorative program (1 sheet folded, 4 page program) that can be handed out to all employees the day of the event so that know the schedule for the award program. The program will be printed in black & white but can be printed on color paper. Send the finished program to the Marketing and Communications departments.

Employee responsible for this task

10pts **Evidence: Completed Program in PDF → Canvas Final**

Task 2.0: Order Guide and Shipping Page:

Develop a new page that will be added to the new catalog that includes the ways you can order products. In addition add a section for the shipping cost and timetable to ship to places around the US. (see me for clarification on this part) This will be included in the Expanded catalog below

Employee responsible for this task

10pts **Evidence: Ordering and Shipping Guidelines Page**

Task 3.0: Expanded Digital Catalog:

Complete the digital (non-print catalog) with the addition of all the new products the company will carry moving into next year. The new catalog should be a minimum of 20 pages with additional pages at increments of 4 pages (i.e. 24, 28 or 32 pages..etc) This will allow the catalog to easily work out for the print version you will be printing next fall.

Employee responsible for this task

5pts **Evidence 3.1:** Updated Table of Contents

Employee responsible for this task

5pts **Evidence 3.2:** Meeting the 20 page minimum (including covers, order guide and shipping)

Employee responsible for this task

5pts **Evidence 3.3:** Quality of images , design and descriptions for expanded products pages

Employee responsible for this task

2.5 pts **Evidence 3.3:** Packaged Master Catalog file saved to company Google Account

Employee responsible for this task

2.5 pts **Evidence 3.4:** Save PDF → **Canvas Final**

Task 4.0: Logo Archives

Review the logo archive you have in the Google account. Check the quality of the logos to make sure they as high quality and none pixilated. Include pdf, png and jpeg versions of the logos and master files.

Employee responsible for this task

10 pts **Evidence:** All department files saved to Google drive → **Teacher Observation**

Task 5.0: Department Archive Files

Upload all department files to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: company banner and vertical banner, Company Catalog, Annual Report template, Product Brochures, Sales Materials competition, Branding competition, Letterhead master, Business cards master, Name badge master, logo master files and Company Organizational Chart.

Employee responsible for this task

10 pts **Evidence:** All department files saved to Google drive → **Teacher Observation**