

## Final Tasks - Semester 1

25 pts each department leader needs to turn this sheet in on or before the day of the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points.

**Turn in a copy of this sheet to your teacher for final grading.**

### Art and Publications Department

**Company Name** \_\_\_\_\_

#### Task 1: Company Shirt Artwork:

We will be submitting the order for company shirts over the break. Work with the Chief Officers in deciding on the artwork that will be embroidered on the company shirt. Develop the artwork in as line art as is used in Adobe Illustrator. See your teacher for help with this as shirt order requires line art for the embroidery. Print the color artwork and visit each company leader and get their vote on the design. When approved, staple the color artwork to the back of this sheet and submit with a Task Verification form

\_\_\_\_\_  
Employee responsible for this task

15 pts

**Evidence: Company Shirt Artwork → Task verification Form**

#### Record of the vote.

	YES	NO	Signature	Comments (optional)
Chief Executive Officer				
Chief Operations Officer				
Chief Financial Officer				
Vice President of Art				
VP of Communications				
VP of Digital Media				
VP of Human Resources				
VP of Marketing				
VP of Sales				

#### Task 2: Booth Signage:

Following submission of the Booth Vertical sign, review and teacher recommendation and adjustment, submit the final design for printing over the winter break. This will be used for all trades shows over the next two years.

\_\_\_\_\_  
Employee responsible for this task

10 pts

**Evidence: Completed Vertical Graphic: Responsibility:**