

Bimonthly Tasks for February: Weeks 3-4

Company _____

60 pts each department leaders need to show evidence of completion on or before March 8th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 8th of March

Art & Publications Department

Team Points ____/60

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the next 3 weeks. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Sales Brochure:

Based on the mock-up that you did last task sheet and recommendations by your teacher, You will be create a sales brochure that will highlights what the company sells. The brochure will be 2 pages and will be printed double-sided. It will be used in the booth at trade shows. Complete the sales brochure and submit to Canvas as evidence.

Employee responsible for this task 15pts Evidence: Company Sales Brochure → Canvas January 3-4

Task 2: Company Task Board Sign

Assign a team member to create a company sign with name and logo that will be placed in the space above your company tasks on the task management board at the back of the room. Place the completed sign above your section of the management board

Employee responsible for this task 5pts Evidence: sign placed → teacher observation

Task 3: March Advertisement Headers:

Assign each team member to work on designing an advertisement for the company that will be used in our March e-mail marketing campaign. The theme for the month will be St. Patrick's Day so the advertising submissions should go with this theme. They are to be 6" x 6' in size and can be designed in Photoshop or InDesign. The Marketing department will choose the one they like the best to be featured in Mid-March promotional e-mail.

Employee responsible for this task 15pts Evidence: 3-4 advertisements submitted as PDF → Canvas Feb 3-4

Task 4. Company Business License

Assign a team member to design Business License for the company. Meet with the teacher to discuss what must be included in the license. Using InDesign create the license and submit as evidence of completion. If you are a Top 50 company, design a Top 50 seal for the design. The license will be displayed on the company bulletin board and will need to be updated as your company earns company seals of excellence ratings throughout the year.

Employee responsible for this task 5pts Evidence: Company Business License → Canvas Feb 3-4

Task 5. State of the Company presentation:

You will be participating in the Board of Directors meeting on February 27, you will be developing an action plan for the company and your department. Leadership will share the creation of the presentation and you will be presenting the art department section of the presentation and giving mid-year information highlighting Art contributions to the company development. The State of the Company presentation will occur on March 7th.

Chief Financial Officer 10pts Evidence: Art & Publications Section of State of the Company → Canvas Feb 3-4

Task 6. Spring/Summer Catalog:

Set up a meeting with your coordinator to go over the digital catalog from the last event and review the scores from the judges and consider areas that can be added to improve the catalog. Before the meeting print a black and white version of the digital catalog and use that as a PROOF to highlight areas that need corrections. Have each art team member review the catalog, and mark-up any areas that need updates. Each reviewer should sign the back and date it with the date they reviewed the PROOF. Then pass the PROOF to the Vice President of Sales and the Chief officers for review. After they have reviewed the catalog turn it in for final review. You will be making updates on this for New York competitions.

Employee responsible for this task 10 pts Evidence: PROOF catalog reviewed, signed & dated → Task Verification form