

Bimonthly Tasks for January: Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. 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 18th of January

Art & Publications Department

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. Note there will be no work points for the next two weeks, but will start up again January 22nd.

Task 1: Print Catalog 1.0™: (HIGH PRIORITY) needs to be completed by January 15th for State competition

If this has not been submitted it needs to be in by January 8th to have any chance of being printed for Bakersfield!

This catalog will be used in the booth for live sales and as a part of the Catalog Sales competition. Reminder that printed catalogs need to have the number of pages evenly divided by 4 for the catalog to print correctly. (i.e. 12, 16, 20, 24 pages etc..) Once the catalogs are printed, make sure that the catalog sales presentation team has two catalogs for their competition. If the catalog did not get printed at the print shop they will need to be printed and bound at school by the department. This might require extra time after school.

_____ **15 pts**
Employee responsible for this task

Evidence: Final Catalog printed for Bakersfield: Teacher observation

_____ **5 pts**
Employee responsible for this task

Evidence: Sales Presentation team-Catalogs received: signature _____ date _____

Task 2: Employee Business Cards:(HIGH PRIORITY) needs to be completed by January 15th for State competition.

Determine who will be competing Bakersfield and make sure that you have made and printed a sheet of 10 business cards that will work with business card blanks so that you can print 10 cards per page for them. Each card should be personal for the employee with their personal e-mail on the cards. Using the ink jet printer and the front of the room, print one sheet for each presenter. See your consultant for the card blanks. Once cards are printed add them to the name badge pouches for the trade show.

_____ **10 pts**
Employee responsible for this task

Evidence: 10 business cards for each presenter - instructor observation

Task 3: Art Department Competitions - LA Trade Show

Review the trade show competition information for the Los Angeles Trade Show. These are found in the portal under trade shows. The deadline for submission in the competition is Thursday, January 24th at 5:00 pm. Over the next two weeks revise and improve the following competition items. Print the updated entries and submit the revised items for final teacher review using a task verification form.

_____ **15 pts**
Employee responsible for this task

Evidence 3.1: Printed Draft of Updated Sales Materials → Task Verification form

_____ **15 pts**
Employee responsible for this task

Evidence 3.2: Printed Draft Updated Company Branding → Task Verification form

Note any awards in™ competitions will be added as a bonus to your department grades