

# Art & Publications Department

## Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th. 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 members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

### Task 1. Junior Company Interview Preparation:

Participate in meeting time to meet with the prospective junior vice president applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Participate in the company interviews for that position.

**5pts Evidence: Signed Verified Mr. Gersten \_\_\_\_\_** Responsibility of Vice President

### Task 2. Company Organizational Chart:

With the change of staff and the reassignment of employees across the company a new company organization chart needs to be created. Obtain the most recent pictures of staff from the Digital media archives and create an update company organizational chart. The chart needs to fit on one page, portrait orientation. It should be organized by department and have grouping lines to show connection. Each picture should have a caption that includes the employee's name and position.

**10pts Evidence: Completed Product Profiles: Submit in Canvas**

Responsibility: Any Team Member

### Task 3. Business Plan Template.

A business plan is used to give to investors or banks in order to get starting capital for a company. Review the selected template which will be used by our Chief Officers to complete the report. Take some time to review all the finalist business plans from the national championships last year. They are found in the **Portal** under **Business Plan**. Use these designs to stimulate ideas for your own unique design theme for our company business plan this year. Work with the Chief Officers to come up with a design that they like. You will be designing the business plan template that will be used by Chief Officers to write the company business plan. The business plan should be designed in InDesign as linear pages. The cover should be professional and tasteful. The total plan should be 20 pages. Review the scoring rubric for the written plan (to know what should be included in the table of contents) They are found in the **Hub** under **Competitions & Events** and then click **Competition Rubrics**. Scroll down to the **2018-19 Business Plan Rubric - Written**. The plan template will have a unique cover design and a unique page design, use company colors, logo and a complete table of contents. The template should contain consistency of style throughout the plan that uses the same fonts, colors and graphics to maintain company branding. The template must include the following items:

**10pts Evidence: Attractive and Professional Cover:**

**10pts Evidence: Professional Table of Contents:**

**10pts Evidence: Professional Page Designs (20pages): Submit template in Canvas as a PDF**

Responsibility: Any Team Member

### Task 4. Finalizing the Company Catalog

Now that the new products have been added to the catalog and the catalog has been proofread. Print the final catalog and both Mr. Elway and Mr. Gersten review it for final adjustments, corrections or inconsistencies.

Once you have got their input, make the needed changes and submit the catalog for printing. See Mr. Gersten about how to submit the finished catalog so it is a print ready PDF.

**15pts Evidence: Updated Catalog: Submit template in Canvas as a PDF**

Responsibility: Any Team Member