

Bimonthly Tasks for January: Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before February 1st. 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 1st of February

Art & Publications Department

Points Earned ____/60

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 administration as soon as possible. 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 last 2 weeks in January. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1: Sales Materials 3.0™ (HIGH PRIORITY) needs to be submitted for Los Angeles by January 24th @ 5:00 pm

Print the most recent sales materials submission and go over it with your teacher to try to improve your entry. Review Sales Materials judges comments and results from the trade shows (found in Competition Manager) and make any adjustments or improvements needed. Submit the revised Sales Materials entry as one PDF file for the Los Angeles Trade show and turn in a copy to Canvas.

Employee responsible for this task 15pts **Evidence 1.1: Submit the entry for competition**

Employee responsible for this task 5pts **Evidence 1.2: Updated Sales Materials → Canvas January 3-4**

Task 2: Company Branding 3.0™ (HIGH PRIORITY) needs to be submitted for Los Angeles by January 24th @ 5:00 pm

Print the most recent submission and go over it with your teacher to try to improve your entry. Review the Branding results from the National competition and San Diego trade show and make any adjustments or improvements needed. Submit the revised Company Branding entry as one PDF file or the LA Trade show and turn in a copy to Canvas

Employee responsible for this task 15pts **Evidence 2.1: Submit the entry for competition**

Employee responsible for this task 5pts **Evidence 2.2: Updated Sales Materials → Canvas January 3-4**

Task 3: Bakersfield Report:

As a follow-up of the Bakersfield Trade Show, you will be meeting as a leadership team to discuss the company performance. Print the Department report found in the matrix under communications. Based on your discussion in your leadership meeting, complete the department report about your department's role that details the areas that went well and areas that need to improve at the trade shows. Each report should cover the following areas; Trade Show Preparation, Trade Show performance and recommendations on areas that need to improve. Save this file as you will be using for department goals in the coming weeks.

Vice President of Art & Publications 10pts **Evidence: Send a Department report to CEO and → Canvas January 3-4**

Task 4: Impact Marketing Billboard:

Marketing has had its billboard used in the last couple competitions, now its the Art departments turn at trying to win an award. Review the impact marketing competition guidelines and design your 30 x 20 ad that will be used in Los Angeles.

Employee responsible for this task 10 pts **Evidence: Draft of Impact Marketing Entry submitted → Canvas January 3-4**

Note (™)This notes a department competition and any award won will be added as a bonus points to your department grades