

Bimonthly Tasks for April Weeks 2-4

60 pts each both will work together on this and show evidence of completion on or before the due date. 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 department members receive the same points based on completion of their required tasks. Print this sheet and turn it in by April 26th to verify the tasks.

Art & Publications Department

Department Points _____/60pts

Division of Labor:

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. Due to the New York Trip and some many people missing we will not be awarding work points for the Month of April.

Task 1: Company Award Certificates:

The company is planning an awards luncheon for late May and needs the art department to design the certificates awards for the event. Have each art department member design an award certificate for the company awards. The leaders for the Communications and Marketing department will review the designs and select one to be used for the awards luncheon. Each certificate should be professional and maintain company branding elements, colors, fonts and logo on every certificate design. Points will be divided by the number of team members that submit the certificates. Each team member will have a percentage of the points awarded to your department. This percentage will be determined by dividing the possible points by the number of department members.

_____ 10pts
All Art Employees

Evidence: Award Certificates from each associate PDF → Canvas May 2-4

Task 2: Product Research:

Research the products, service or categories that was completed March 1-2 for the expansion of the company product line. You will be gathering the details about the items you will be adding to the company catalog. Information needed; product description, product features, color, cost, price, product number, etc. Assign who will be researching the products from your list. Use the **Product Detail** (found in the Task Matrix) to gather detailed information about each product and submit the finished product sheets in Canvas.

_____ 15pts
Employee responsible for this task

Evidence: Completed Product details → Canvas May 2-4

Task 3: Company Stationary

The company needs the art department to design company stationary to be used through next year. Have each art department member design their own stationary for the company. Research stationary design examples on the internet to get ideas. Design a letterhead that reflects the company image and goes well with the other branding. Also design a complementary business card to go with the letterhead. Turn each design in as one document, with the business card sitting on the body of the letterhead. See your teacher for an example. Once all the designs are finished print an approval form (found in the Task Matrix) and present the ideas to the leadership team and have them vote and approve one of the design.

_____ 30pts
All Art Employees

Evidence 3.1: Stationary Design from each team member PDF → Canvas May 2-4

_____ 5pts
All Art Employees

Evidence 3.2: Leadership Approval → Canvas May 2-4