Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Art & Publications Department   Company Name_____

Department Meeting:

The task period you will have the submission requirements for Bakersfield due on Friday December 7th. Meet as a department and read together and assign all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible.

Task 1: Sales Materials™: (HIGH PRIORITY) needs to be submitted for Bakersfield by December 7th

Print and Review the submission you made for San Diego, on the printed copy, and pass the copy around to team mates to mark up any areas you see that need to be improved and then pass that marked up copy to your teacher. Following the teachers proofing and markup. Make the necessary changes to the competition packet and submit it for the state conference in Bakersfield.

_____ 5 pts   **Evidence 1.1: Printed, Proofed and Marked up Sales materials from San Diego**
Employee responsible for this task

_____ 5 pts   **Evidence 1.2: Give Proof Copy to Teacher for suggestions**
Employee responsible for this task

_____ 10 pts   **Evidence 1.3: Make necessary changes and submit for Bakersfield ⇢ Canvas November 4**
Employee responsible for this task

Task 2: Company Name Badges: (HIGH PRIORITY) - needs to be by November 29th

Update or redesign the company name badges with the most current company logo and fonts. Make a company badge for each employee. These badges are required to be worn at the San Diego trade show. Each badge should be designed using company colors and company image in mind. The badges should have the employee picture, company name, employee name, position in the company and school name. Print badges and replace them in the pouches and make sure they are packed for the trade show on Thursday for packing.

_____ 10 pts   **Evidence: Printed Badge for each employee**
Employee responsible for this task

Task 3: Print Business Cards: (HIGH PRIORITY) - needs to be by November 29th

Update and finalize the generic company business that you started last month to reflect the current company logo and fonts. You will need to print 3 sheets of generic company business cards. You will print 1 sheet of business cards (10 cards) for the employee who will be doing the elevator pitch competition in San Diego and 1 sheet each for all members of the business plan team. Once they are printed place them in the card pouch on the back of their name badge.

_____ 5 pts   **Evidence 3.1: Three sheets of printed generic company business cards**
Employee responsible for this task

_____ 5 pts   **Evidence 3.2: One sheet of printed company business cards for Elevator Pitch**
Employee responsible for this task

_____ 10 pts   **Evidence 3.3: One sheet of printed company business cards for Business Plan team**
Employee responsible for this task

Task 4: Booth Signage:

Work with the Marketing Vice President design a vertical sign for the booth. This will be used at every trade show as a prop in the booth to advertise exactly what your company does and sells. See examples of vertical signs on the internet. The design will be 30" wide and 72" long and will be a free standing sign that we will have printed at the print shop. Submit the draft of the design to Canvas for your teacher to review. This will be used for the booth at Bakersfield

_____ 10 pts   Evidence: Completed Vertical Graphic: Responsibility:
Employee responsible for this task