

# Final Tasks - Semester 1

25 pts each department leader needs to turn this sheet in on or before the day of the final. 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.

**Turn in a copy of this sheet to your teacher for final grading.**

## Communications Department

**Company Name** \_\_\_\_\_

### Task 1. Company Christmas Celebration:

Plan a holiday event to celebrate Christmas as a company. Download a copy of the **Event Planner** found in the Task Matrix under Communications. Complete the Event Planner and Event To-Do-List and print the proposal to gain approval signatures. Share the event with all employees so they know that they know if they need to bring things the day of the event. The Communications department will be responsible for set-up, clean-up and coordination of the event.

\_\_\_\_\_  
Employee who is responsible      5pts      **Evidence: Printed Event Planner approved with signatures → task verification form attached**

\_\_\_\_\_  
Employee who is responsible      10pts      **Evidence: Coordination, set-up and clean the day of the event: teacher observation**

### Task 2: December Newsletter:

Using the newsletter that was submitted for the state competition on the 7th. Do the following things. (1) Send a copy through company email to all employees (and your teacher) wishing them a happy holidays from your company. (2) Upload the newsletter to the company drive so that the digital media department has access to post the company newsletter on the website under Company Information. Show the newsletter to your chief Officers and take their suggestions and make any changes or updates to the newsletter and send a print-ready PDF so that you can have the newsletters printed for the trade show

\_\_\_\_\_  
Employee who is responsible      2.5pts      **Evidence: Newsletter sent out to all staff and teacher: Teacher observation**

\_\_\_\_\_  
Employee who is responsible      2.5pts      **Evidence: Newsletter posted on company website**

\_\_\_\_\_  
Employee who is responsible      5pts      **Evidence: Print ready Newsletter submitted → Canvas Final Tasks**