

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.

Communications Department

Company Name _____

Department Meeting:

This will be an busy couple weeks for the communications department and members of the department need to work together to prepare for San Diego on Friday November 40th. 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: San Diego Trade Show Work Shifts: (HIGH PRIORITY) Deadline November 29th

Your team will help in the preparations for the San Diego Trade Show. Meet with the Chief Officers and Vice President of Sales and create a work shift schedule for the trade show. Keep in mind the people you group together for the shift, try to schedule on sales team member in each shift. Typically each shift should have and 3-5 employees and a shift leader. The Shift lead is in charge to the team for that shift. Shifts should be 30min - 45 min. In addition, add assignments who is responsible for load the buses in the morning and unload when we return. Finalize the schedule and get a signed/dated approval from Vice President of Sales and the Chief officers of the work schedule. Following approval, from your company Gmail account, e-mail out the schedule to all employees (and teacher) the day before you leave and print a copy to place into the trade show notebook.

_____ 5 pts **Evidence: Signed/Approved Work Shift Schedule & Printed Copy in Notebook.**
Employee responsible for this task

Task 2: San Diego Trade Packing: (HIGH PRIORITY) Must be packed by November 28th

Download and print the **Trade Show Checklist** from **VE Task Matrix**. Your team will drive the preparations for the San Diego Trade Show making sure that everything is ready to go and packed for the event the day before we leave. Check in with each department to see if they need anything packed or taken and add those items to the list. Obtain a packing container from your coordinator for the company. Fill the notebook that you created last task sheet with all the items that you have yet to add and are required for the trade show. Verify that all permission forms have been turned in.

_____ 5 pts **Evidence 2.1: Collect from Marketing Booth design props & have it packed by November 28th**
Employee responsible for this task

_____ 5 pts **Evidence 2.2: Packed and Notebook verified with check list before departure on December 28th**
Employee responsible for this task

Task 3. Newsletter Competition: (HIGH PRIORITY) needs to be submitted for Bakersfield by December 7th

This is the newsletter that will be used for state competition and might be the only opportunity for your department to win an award. This newsletter will be a four page (tabloid size front and back). Export a PDF version and print it on a letter sheet of paper so that you can have your English teacher proof read the newsletter for any grammatical corrections. Turn in this corrected print with verification. Once all corrections have been made, using a printed version of the newsletter rubric score your own newsletter. You will turn in this score sheet at verification. Have your coordinator review the newsletter before submittal. E-mail the finished copy to Digital Media and all employees

_____ 10 pts **Evidence 3.1 : Printed Proof (signed/dated) by an English Teacher attached to this sheet**
Employee responsible for this task

_____ 5 pts **Evidence 3.2: Coordinator Review on Computer _____ signature**
Employee responsible for this task

_____ 10 pts **Evidence 3.3: Final Newsletter → State Newsletter Competition in VEI Portal by December 7th**
Employee responsible for this task

_____ 5 pts **Evidence 3.4: Final Newsletter → e-mailed to all employees & added to website**
Employee responsible for this task

_____ 5 pts **Evidence 3.5: Print newsletter and attached Scored Rubric.**
Employee responsible for this task

Task 4: December Bulletin Board:

Following the trade show, update the monthly a company bulletin board for December. The board needs to reflect a new theme for each month. Create the bulletin board for this month and the board should have the company name at the top and will be used as a showcase for company communications, pictures, social media, and announcements.

_____ 10 pts **Evidence: Updated Bulletin Board with December Theme**
Employee responsible for this task