

# 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.**

**Chief Officers** \_\_\_\_\_

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

## **Task 1: Company Uniform: (High Priority-Need by December 12th)**

We will be ordering uniforms for the company this week. You will need download the Company Uniform file from the Task Matrix and finalize the uniform the company will be purchasing for the next two years. Each shirt will be embroidered with the company logo. Complete Company Uniform sheet the and gather the sizes of all the employees so the company shirts can be ordered over the winter break. Turn in the completed Task with a task verification form. Work with the Art department to develop the graphic for the shirt.

\_\_\_\_\_ 5pts **Evidence: Selecting Company Uniform Task Guide → Task verification Form**  
Name of who is responsible

## **Task 2: Bakersfield Competition Entries:**

Download the Entry Sheet found on my website under Trade Show Rubrics. This file has two tabs, one for rooming set-up as your company has 5 rooms of 4 for the trade show. In this task, you will need to determine who will be representing your company in the various events. You should not just, put people in events, but should strategically place people where you think they would have the best chance of competing for an award. You first need to find out who wants to attend this event and group them in sets of four by gender. Once someone has committed to attend, go to the second tab and ask them which event they would like to be placed in. The second tab is the list of the competition entries for the State Conference in Bakersfield. The cost of the event will be \$75 for two nights (live competitions only) and \$35 for one night for afternoon competitions and all others attending the event.

\_\_\_\_\_ 10pts **Evidence: Submit the Entry Sheet → Canvas Final Tasks**  
Name of who is responsible

## **Task 3: Business Plan Presentation:**

Coordinate your team to dress up and present the company business plan to all the employees on the day of the final.

\_\_\_\_\_ 10pts **Evidence: Present on the final day**  
Business Plan team