

Communications Department

Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before 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. In addition, 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. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

Task 1. Newsletter Competition: (VERY HIGH PRIORITY) submitted for Bakersfield by December 4th

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). Have your coordinator review the newsletter before submittal. E-mail the finished copy to Digital Media and all employees. Work with Sandra to have it printed for the trade show.

10 pts Evidence 3.2: Coordinator Review on Computer _____ signature

10 pts Evidence 3.3: Final Newsletter → State Newsletter Competition in VEI Portal

Task 2: Trade Show Preparation (HIGH PRIORITY) Must be packed by the afternoon of December 5th

Meet with the Chief Officers and Sales leaders to establish the sales teams and work shifts for the San Diego Trade Show. Also, determine who will be leaving on the early bus (6:00 am) this needs to be about 1/2 the company and should include leaders, booth set up team, elevator pitch competitor and late bus (8:00 am) will remain people. Make a Bus list of these people to take roll at the bus. 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.

5pts Evidence 2.1: Bus list posted and emailed to company employees → Canvas Final Tasks

5 pts Evidence 2.2: Collect Permission Forms for San Diego

5 pts Evidence 2.3: Packed and Notebook verified with the checklist

Task 3: December Bulletin Board:

Following the trade show, update the monthly company bulletin board for December. The board needs to reflect a new theme for each month. Update the bulletin board for this month, 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. Submit a picture of the board as evidence in Canvas

5 pts Evidence: Updated Bulletin Board with December Theme → Canvas Final Tasks

Task 4: Social Media for December:

Update and send out your month schedule twitter posts, Instagram posts, and Linkin postings. Take screenshots of the postings and submit them to Canvas for evidence.

10 pts Evidence: Social Media Posting → Canvas Final Tasks

Task 5. Company Christmas Celebration:

Plan a holiday event to celebrate Christmas as a company. This will occur the day of the final. 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.

5pts Evidence: Printed Event Planner approved with signatures → task verification form attached

10pts Evidence: Coordination, set-up and clean the day of the event: teacher observation