

# Art & Publications 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 email 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: Trade Show Sales Promotion

Look at the trade show promotion packages from the last trade show and update them to be reflective of the San Diego Event. These will be offered at the San Diego trade show as a one-day special promotion. Give the printed promotions to communications to pack for the trade show. Coordinate sales to make sure they are in the POS system.

**15pts Evidence: 2-3 promotions to VP of Communications verification Initials\_\_\_\_\_ : Any Team Member**

### Task 2: Print Business Cards: (HIGH PRIORITY) - needs to be by December 5th

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.

**10 pts Evidence 3.1: Three sheets of printed generic company business cards: Any Team Member**

**5 pts Evidence 3.2: One sheet of printed company business cards for Elevator Pitch: Any Team Member**

### Task 4: Impact Marketing:

Marketing had their chance at this competition now it's your turn. Completely redesign the last year's entry and review the rubric found in the HUB → Competition & Events → Competition Rubrics → Live Competitions → Impact Marketing to see if any changes have occurred in the competition requirements. Have the entry print-ready by The final week for submission to the print shop. Coordinate with Sandra for the printing.

**20pts Evidence: Impact Marketing in (PDF) format Sandra: initials received\_\_\_\_\_**

### Task 5. Junior Company Mentorship:

Multiple times each week, check in with junior **Vice President of Art** to see how they are doing with their tasks and answer any questions they have concerning their December 1-2 series of tasks. Review with them with their Sale materials Submission from San Diego and give them suggestions on things they can add or improve on. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior Vice President of Art\_\_\_\_\_December week 1**

**5pts Evidence: Signed by junior Vice President of Art\_\_\_\_\_December week 2**