

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 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. 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. Recruit 5 really go sales people to be team leaders, Invite each team leads to name and draft their sales team. Team lead is in charge of their team of 4-5 employees. These teams grade bonus will be based on sales they make at trade shows. Create a work schedule for the teams. Shifts should be 30 min - 45 min. 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.

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

Task 3: San Diego Trade Packing: (HIGH PRIORITY) Must be packed by December 5th

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 December 5th

5 pts Evidence 2.2: Packed and Notebook verified with the checklist before departure on December 5th

Task 4: 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 5: 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 6. Junior Company Mentorship:

Multiple times each week, check in with junior **Vice President of Communication** 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 Newsletter Submission for Bakersfield 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