

Chief Officers

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 teacher for final grading

Task 1: Regional Business Plan Competition

Prepare and attend the Regional Business Plan competition at the OCDE. Each officer will be worth 5pts for the team grade. Submit a PDF of your Business plan presentation to Canvas.

5pts Evidence: Business Plan presentation → Canvas Final Tasks

10pts Evidence: Attend and Compete → Teacher Observation

Task 2: Elevator Pitch for San Diego

Determine who will be competing for the Elevator pitch for San Diego. You will recruit and working to coach the team member who will be competing in the elevator pitch competition in San Diego. Help them develop their pitch script and practice the pitch the days before the event. Get your scheduled pitch time from your teacher as you will work with them up until they present in San Diego. If your pitch person wins an award you will get bonus points.

5pts Evidence: Elevator Script→ Canvas Final Tasks

5pts Evidence: Pitch Practice Coaching→ Teacher Observation

Task 3: Trade Show Preparation

Meet with the Communications and Sales leaders to establish the sales teams and work shifts for the San Diego Trade Show. 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 remaining people on the late bus (8:00 am)

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

5pts Evidence: Sales teams names, list and work schedule (VP Sales) → Canvas Final Tasks

Task 4: Bakersfield Competition Entries and LA Sign up:

Download the form found in Canvas for the Bakersfield Trade Show. Work with your leadership team to decide who will be attending the event representing the company. You have 12 spots (3 rooms of 4 people) the cost of the trip is \$85 per person (see information in Canvas) In addition meet with your teacher to select your booth for the LA Trade Show.

10pts Evidence: Submit the Entry Sheet to Sandra → copy to Canvas Final Tasks

Task 5: Bakersfield Competition Submissions:

Supervise the design and submission of all online company entries for Bakersfield. The deadlines will be posted in the classroom. You will make sure that your departments submit their required competition items for the California State Business Championships in Bakersfield. The online submissions need to be completed and turned in by December 7th. Work with your departments to help them complete these items. CEO Submissions include Video Commercial (Digital Media), Web Site (Digital Media), Sale Materials (Art). COO submission include: Employee Newsletter (Communications)

5pts Evidence: Digital Media/Art Submissions verified→ Teacher Observation

5pts Evidence: Newsletter Submissions verified→ Teacher Observation

Task 6. Trade Show Report:

Upon returning from the San Diego Trade Show, download the **TS Report** from the Task Matrix under Marketing. Review the document and set up a meeting with the Vice President of Sales & Marketing and evaluate your company's performance at the trade show. Go through the report discussion topics. Review the scores and judges sheets to find areas you can improve at the next event in January.

5pts Evidence: Trade Show Report → Canvas Final Tasks