

# Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All department members will receive points based on their completion of their required tasks

## Digital Media Department

Company \_\_\_\_\_

### Task 1.0: Year in Review Video

Complete the end of the year video. This video needs to be ready to show at the end of the year luncheon. Video needs to be completed by on May 24th. Upload the video to You Tube or download a mp4 copy ready for presentation on the day of the final.

\_\_\_\_\_  
Employee responsible for this task

25pts

**Evidence: Completed video shown at company awards**

\_\_\_\_\_  
Employee responsible for this task

5pts

**Evidence: mp4 or URL of You Tube Video → Canvas Final**

### Task 2.0: Final Video Series Entries

Using the same format as in previous months, you will record the same people and record their final video submission. Upload the submission to the national office. Combine the segments through the year into one video file for each person you have used in the year long series. Upload the features into the special assignment found in Canvas.

\_\_\_\_\_  
send

5pts

**Evidence 2.1: Files submitted to the national office. Screen shot of submission before you**

Vice president of Digital Media

\_\_\_\_\_  
Employee responsible for this task

25pts

**Evidence 2.2: 5 combines interview files for each participant this past year**

### Task 3.0: Department Archive Files

Upload all department files that have been stored on the classroom computers and video editing machines to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: All Company Video Files, Company Group Photo and all video files

\_\_\_\_\_  
Employee responsible for this task

10 pts

**Evidence: All department files saved to Google drive → Teacher Observation**