

Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. 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, starting this task period, 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.

Digital Media Department

Company Name _____

Department Meeting:

This next couple weeks ends with two submissions for the digital media department fro the Bakersfield State Trade Show on Friday November 40th. Meet as a department and read together and assign all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible.

Task 1: Video Commercial: (HIGH PRIORITY COMPLETED BY DECEMBER 7th)

Update the video you submitted for San Diego based on the scores you received from the judges score sheet. The revised video commercial will be used for our state competition that needs to be submitted by December 7th. Visit the Trade Show Rubrics on the teachers web site and review the Video Commercial competition rubric, to make sure that all areas of the rubric are covered. The best commercials tell a story that the viewer can relate to. The video should not be all music and images but should include narration for the best effect. Self Score your video using the printed competition rubrics and attach the scored sheet as evidence.

Employee responsible for this task

10pts **Evidence 1.1: Completed Video submitted VEI Portal by December 7th**

Employee responsible for this task

5pts **Evidence 1.2: Self Scored - Task verification form. Video submitted → Canvas November 4**

Task 2: e-Commerce on the Product Pages

Meet with a sales representative and review the product pages and make sure that the model numbers, prices and descriptions match up with the catalog and wholesale marketplace. Read the descriptions and make logical sense and error free. Make sure all "Buy" buttons function correctly with the VE network bank and that the products have correct descriptions when online purchases are made from the company web site. You can have the seniors train you how to set up the Buy Buttons on your site.

Employee responsible for this task

5 pts **Evidence 2.1: Product Pages checked and updated**

Employee responsible for this task

10 pts **Evidence 2.2: All "Buy" button are functioning on website**

Task 3: San Diego Trade Show:

You will be recording video footage and photographing the San Diego trade show. Assign one team member to video tape and another to get still photographs. Video Booth set-up and student working and include interviews with employees. Save the video files on your company Google account. Also take pictures (at least 20) throughout the event as people set up the booth, working their shifts and group shots. Get a team picture at the end of the trade show before the booth is dismantled of the entire team and any awards won. Upload the pictures and raw video to the company Google Photos when we return.

Employee responsible for this task

5 pts **Evidence 3.1: Raw video footage from the event. → teacher observation**

Employee responsible for this task

5pts **Evidence 3.2: Company photos and team picture → teacher observation**

Employee responsible for this task

5 pts **Evidence 3.3: Raw Video and photos uploaded to Company Google Account**

Task 4: My VEI Transformation Project: December Submission

This project allows students to track and share their VE experience as it unfolds during the school year. On a monthly basis, students are expected to film and submit video responses to reflection questions. Following the trade show, record the original 5 people you record back in early October. There are six questions that students are required to answer as well as several optional questions. Video responses should be no shorter than 30 seconds per question. This task period will be your second submission. See the **Transform** guide under Digital Media in the VEI Task Matrix on the teacher's website.

Name of who is responsible

10 pts **Evidence 4.1: Company Videos recorded and → Canvas November 4**

Name of who is responsible

5 pts **Evidence 4.2: Company Videos submitted to national office**