

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion. 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 members of the department will receive the same task points. All verifications and evidence must be turned in by February 15th. All work after that will be worth 1/2 credit.

Art & Publications Department

Company _____

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the first 2 weeks in February Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Impact Marketing Competition: (HIGH PRIORITY-TIME SENSITIVE)

Submit the finalized billboard for printing by Friday 2/8 and prepare for the trade show by gathering up the items needed for the impact marketing competition at the trade show. You will need to pack the easel to mount the board and should carry the board on the bus and not pack in bus storage. You will be responsible for setting up on time for judging and break down after the show and putting everything away when we get back.

____ 10 pts
Employee responsible for this task

Evidence: Impact Marketing Competition completed

____ 5 pts
Employee responsible for this task

Evidence: Packed for show and compete in the Trade Show

Task 2: Trade Show Sales Promotion: (HIGH PRIORITY-TIME SENSITIVE)

Assign a team member to work with the sales department and help them design sales promotion specials for the trade show. These promotion will be displayed in the trade show booth as a special purchase only at the trade show. Print these for the booth and submit to Canvas for grading

____ 15pts
Employee responsible for this task

Evidence: 3 promotions submitted as PDF → Canvas Feb 1-2

Task 3: Company Business Cards: (HIGH PRIORITY-TIME SENSITIVE)

Print one sheet for each employee that is presenting in Live Competition at the trade show (Elevator Pitch and Marketing Plan). Once cards are printed add them to the name badge pouches for the trade show. Add new employees and make sure we include their personal e-mail on their cards. Check pouches from the last trade show to make the employee needs business cards, if they still have some 3-5 then you do not need to make the cards for them

____ 10 pts
Employee responsible for this task

Evidence: 10 business cards for each employee presenting at Los Angeles

Task 4: Award Certificates for National Online Competition:

Assign a team member to design VEI certificate for awards the national online competition. If you company has won awards make the certificates and print them for display in the office. If not keep the certificate on file so you can make the certificate in the event you place in a competition.

____ 10pts
Employee responsible for this task

Evidence: Certificate submitted as PDF → Canvas Feb 1-2

Task 5: Sales Brochure Mock Up:

You will be developing a sales brochure that will highlight the things the company sells. You will be doing this mock-up on paper. The brochure will be double sided and can be 1-2 pages. Work with your teacher to develop some interesting designs that you can explore.

____ 10pts
Employee responsible for this task

Evidence: Draft of Sale Brochure → Task Verification Form