

# 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.

## Communications 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: National Newsletter™: (HIGH PRIORITY-Needs to be submitted by February 13th)

This issue of the newsletter will be used for the nationals competition. Meet with your teacher to clean up any areas that need to improve before you submit the newsletter. This will be your departments last chance to win an award for the company.

\_\_\_\_\_ 5 pts Evidence 1.1: Final review with teacher; signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee responsible for this task

\_\_\_\_\_ 10 pts Evidence 1.2: Newsletter submitted for national competition by February 13th  
Employee responsible for this task

Note (™) This notes a department competition and any award won will be added as bonus points to your department grades

### Task 2: Trade Show Planning & Preparation: (HIGH PRIORITY-TIME SENSITIVE)

Update the Trade Show Notebook for the information for the Los Angeles trade show. Design dividers for the notebook related to the Los Angeles Trade Show that includes. Planning Information, Registration, Trade Show Information, Competition Rubrics, Travel Information, and Results. After collect the materials for the trade Show and determine which section each material should be filed under. Handout and collect permission forms, Communicate the work schedule for the trade show that includes loading and unloading responsibilities, so everyone knows exactly what they are responsible for. Pack and prepare for the trade show so it is ready to load by Friday, February 15th. Upon returning your team will be responsible for unpacking and storage of company items in the assign cabinet.

\_\_\_\_\_ 10 pts Evidence: Notebook completed , with the following evidence  
Employee responsible for this task

\_\_\_\_\_ Permission forms and roster \_\_\_\_\_ Loading Responsibilities  
Employee responsible for this task Employee responsible for this task

\_\_\_\_\_ Work Schedule \_\_\_\_\_ List of Packed Materials  
Employee responsible for this task Employee responsible for this task

### Task 3: March Newsletter:

From this point on, you will have newsletters for March, April, and May. These issues will be two-page newsletters and each person in your team should be assigned one of the months. Complete the newsletter and print it so that it can be corrected, signed and dated by an English teacher. Submit the corrected print with a task submission form as evidence. The final newsletter will be submitted in the next task period after review and revision.

\_\_\_\_\_ 10 pts Evidence: Corrected March Draft attached to Task Submission Form  
Employee responsible for this task

### Task 4: Bulletin Board:

Update the company bulletin board to reflect a theme for the month of February. Include any new or old important information for the company employees. Keep all employee pictures covered in plastic sleeves (see teacher) to protect the images from vandalism. In addition hang the company award certificates in the area around (or on) the bulletined board to recognize the company achievements over the past competitive events.

\_\_\_\_\_ 5 pts Evidence: Updated bulletin board with award certificates  
Employee responsible for this task

### Task 5: Social Media Updates:

Maintain your calendared schedule of posting for social media. Each person that is responsible for social media needs to maintain that by consistent material being sent out to advertise and help keep our company relevant. Print each social media update and attached them to the Task Submission forms as evidence of the activity over the two week period for each media.

\_\_\_\_\_ Facebook or LinkedIn (5pts) \_\_\_\_\_ Twitter (5pts) \_\_\_\_\_ Instagram (5pts)  
Employee is responsible for their area Employee is responsible for their area Employee is responsible for their area