

# Art Department

## Bimonthly Tasks for January Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 17th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on January 24th. No work points will be awarded during this task period.

### Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible.

### Task 1: Impact Marketing - Bakersfield

Employee Responsible: \_\_\_\_\_

**(HIGH PRIORITY) needs to be submitted for printing for the State competition.**

If this has not been submitted it needs to be in by January 6th to have any chance of being printed for Bakersfield!

If the art department Impact Marketing design has not been submitted for printing, it needs to be submitted on Monday January 6th. Determine who will be responsible for carrying and set-up of the Impact Marketing competition Bakersfield. Have the board and easel ready for packing by Tuesday, January 14th

\_\_\_\_ 5 pts Evidence 1.1: Impact Marketing board printed for competition

\_\_\_\_ 5 pts Evidence 1.2: Board and easel packed and displayed for competition in Bakersfield

### Task 2: Print Catalog 1.0™:

Employee Responsible: \_\_\_\_\_

**(HIGH PRIORITY) needs to be completed by January 14th for the State competition**

If this has not been submitted it needs to be in by January 6th to have any chance of being printed for Bakersfield!

This catalog will be used in the booth for live sales and as a part of the Catalog Sales competition. A reminder that printed catalogs need to have the number of pages evenly divided by 4 for the catalog to print correctly. (i.e. 12, 16, 20, 24 pages etc..) Once the catalogs are printed, make sure that the catalog sales presentation team has two catalogs for their competition. If the catalog did not get printed at the print shop they will need to be printed and bound at school by the department. This might require extra time after school.

\_\_\_\_ 5 pts Evidence 2.1: Final Catalog printed for Bakersfield: Teacher observation

\_\_\_\_ 5 pts Evidence 2.2: Sales Presentation team-Catalogs received: signature \_\_\_\_\_ date \_\_\_\_\_

### Task 3: Employee Badges & Business Cards:

Employee Responsible: \_\_\_\_\_

**(HIGH PRIORITY) needs to be completed by January 14th for the State competition.**

Determine who will be competing Bakersfield and make sure that they have a company badge. In addition, create new badges for any new employees that have joined the company in the new year. you have made and printed a sheet of 10 business cards that will work with business card blanks so that you can print 10 cards per page for them. Each card should be personal for the employee with their personal e-mail on the cards. Using the ink jet printer and the front of the room, print one sheet for each presenter. See your consultant for the card blanks. Once cards are printed add them to the name badge pouches for the trade show.

\_\_\_\_ 10 pts Evidence: 10 business cards for each presenter - instructor observation

### Task 4: Art Department Competitions - LA Trade Show

Employee Responsible: \_\_\_\_\_

Review the trade show competition information for the Los Angeles Trade Show. These are found in the portal under trade shows. The deadline for submission in the competition is Friday, January 24th. Review the top placing teams from last year found in the HUB-Competition results. Over the next two weeks revise and improve the Company Branding and Sale Materials competition items. Print the updated draft of entries and submit the revised items for final teacher review using a task verification form.

\_\_\_\_ 15 pts Evidence 3.1: Printed Draft of Updated Sales Materials submitted with Task Verification form

\_\_\_\_ 15 pts Evidence 3.2: Printed Draft Updated Company Branding submitted with Task Verification form

Note any awards in ™ competitions will be added as a bonus to your department grades