

# Art & Publications Department

Company Name \_\_\_\_\_

60 pts - Each department leader needs to show evidence of completion on or before November 22nd. 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 late work will be worth 1/2 credit.

## Department Meeting:

This will be an incredibly hard week for the art department and members of the department should plan to spend extra time after school to meet the submission requirements for San Diego on Friday November 9th. 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. Award weekly work points in the form sent out by HR.

## Task 1. Sales Materials™: (HIGH PRIORITY) needs to be submitted for San Diego by November 15th

Set up a meeting with Sales, Marketing leaders and open up the Sales Materials competition rubric found in the HUB → Competition & Events → Competition Rubrics → Submission-based Competitions → Sales Materials. Select a project manager that will be responsible to coordinate the project. To complete the task before the short deadline, divide up the following areas among your departments and assign a department member focus on these tasks for the competition deadline. Combine the Sales Materials into one document by adding the flyer and brochure to the end of the catalog. Update your company Sales materials and add the updated parts for Marketing and Sales. Submit a copy of the finished sale Materials entry in PDF format in Canvas (20pts)

15pts **Evidence: Sales Materials submitted by November 15th.** VP of Art and Publications

5pts **Evidence: send copies of Sales materials to Mr. Gersten:** initials received \_\_\_\_\_

## Task 2: Print Catalog: (VERY HIGH PRIORITY- November 21st deadline)

The assigned team member to update the digital catalog. Develop the cover, table of contents and product pages for all the products the company plans to sell in the catalog. Review, and proofread the digital company catalog. Make sure that the images are high quality and not pixelated. Multiple team members can work on this project, but the lead assigned in Task 1 will be a manager of this project. If you need this catalog printed for the trade show in San Diego, arrange printing with Mr. Gersten as soon as possible.

15pts **Evidence: Digital Catalog in (PDF) format-** Employee responsible for this task

5pts **Evidence: send a copy of the catalog to Mr. Gersten:** signature received \_\_\_\_\_

## Task 3. Junior Company Mentorship:

Multiple times each week, check in with the Art Department to see how they are with their tasks and answer any questions they have concerning their November tasks and submission of the San Diego entries. . This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts **Evidence: Signed by junior Vice President of Art** \_\_\_\_\_ November week 2

5pts **Evidence: Signed by junior Vice President of Art** \_\_\_\_\_ November week 3

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