

Digital Media Department

Company Name _____

Bimonthly Tasks for November

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:

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.

Department Meeting:

This will be an incredibly hard week for the digital media 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.

Task 1. Company Website: (HIGH PRIORITY-November 15th submission deadline)

There are several competitions for the digital media department for the San Diego Conference and Exhibition. They need to be submitted this week, so you have limited time and the submission will be part of your next task sheet. You will be updating your company website. Review the competition rubrics for San Diego found in the portal under Trade Shows. Update and prepare the website for competition. Review the rubric and update the site to reflect the survey results and submit a link to the website to your teacher in Canvas

10pts Evidence: Submission of website for San Diego _____ is responsible

Task 2. Video Commercial (HIGH PRIORITY-November 15th submission deadline)

Complete the new company video commercial for the San Diego Conference and Exhibition. The video must be submitted by November 15th. Upload the video to Canvas for your with teacher. Add the video to the company home page on the website.

5pts **Evidence: Company Video sent to Mr. Gersten:** signature received _____

5pts **Evidence: Company Video added to Home page:** _____ is responsible

10pts **Evidence: Submission video for San Diego** _____ is responsible

Task 3. Radio Commercial (HIGH PRIORITY-November 15th submission deadline)

The recorded audio commercial and submit it for competition. It must be submitted by November 15th.

5pts **Evidence: Radio Commercial sent to Mr. Gersten:** signature received _____

15pts Evidence: Radio Commercial submission. _____ is responsible

Task 4. Junior Company Mentorship:

Multiple times each week, check in with junior Vice President of Digital Media to see how they are doing 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 _____ November week 2

5pts Evidence: Signed by junior Vice President _____ November week 3