

Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Marketing Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for this short week. 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 your teacher.

Task 1: Finalize Order Form: (HIGH PRIORITY) Deadline November 21st

Meet with your teacher to finalize the order forms for the company. Make any adjustments to the form and submit the design as PDF to your teacher via email to be printed by the deadline above. You will need to turn this signed sheet in to receive your points.

____ 2.5pts Evidence: Order form finished and verified by teacher → Teacher initials _____
Employee responsible for this task

____ 2.5pts Evidence: Order form finished → Canvas November 3-4
Employee responsible for this task

Task 2: Company Product Verification

Set up a meeting with the Vice President of Art and Digital Media, the web master, the catalog designer and your teacher to review the products and make sure that the model numbers, prices and descriptions match up with the website, catalog and wholesale marketplace. Using a Google sheet in the company drive update the names, prices and product numbers so that this file can be used for consistency across all departments as they start placing products into their projects. Read the descriptions and make logical sense and error free.

____ 5 pts Evidence: Products Finalized-submitted by Vice President of Sales → Canvas November 3-4
Vice President of Sales

Task 3: Trade Show Sales Promotion:

Review the 3 sales promotions submitted for the Sales Materials competition and decide which ones will be used for the San Diego Exhibition. Make sure the promotions have been added to the wholesale market and all have unique product numbers. Print the promotions (black & white) for the VP of Communications so they can promote the specials on social media before the trade show, have them initial they have completed the task. You will need to turn this signed sheet in to receive your points.

____ 5pts Evidence: 3 promotions → VP of Communications Initials _____ teacher initials _____
Vice President of Sales

Task 4: POS System set-up:

Explore the company POS system found in the Marketplace tools and the settings to set up the system with all the products, trade show promotions and all employees as sales representatives. You will need to make sure the POS system matches with the Wholesales Marketplace, catalog and website. (See Task 2)

____ 10pts Evidence: Completed set-up → Teacher Observation
Employee responsible for this task

Task 5: Trade Show Sales Teams:

You will be looking for the best salespeople in the company based on their performance (most sales) at Fountain Valley. You will ask them if they would like to be a team leader for a sales team in San Diego. Once you have 5 leaders, meet them to pick their sales team. Divide the company by 5 to determine how many people each team will have and submit the sales team list and team names to Canvas. These teams will work together for the rest of the year and swill be competing for sales slots and bonus point for their grades.

____ 5pts Evidence: List of Team Leaders, team members and team name → Canvas November 3-4
Vice President of Sales