

## Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 16th. 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. In addition, starting this task period, 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.

### Art & Publications Department

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

#### 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.

#### Task 1. Sales Materials™: (HIGH PRIORITY) needs to be submitted for San Diego by November 9th

Meet with Sales, Marketing leaders and open up the Sales Materials competition rubric found in the portal under Competitions and Rubric-Rubric Tab. 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 task for the competition deadline. Combine the Sales Materials into one document by adding the flyer and brochure to the end of the catalog. Review the examples of the sales materials from the past. Update your company branding competition and prepare it for submission for the San Diego event.

\_\_\_\_\_ **Digital Catalog** \_\_\_\_\_ **Flyer** \_\_\_\_\_ **Brochure**  
Art Employee responsible for this task      Sales Employee responsible for this task      Marketing Employee responsible for this task

\_\_\_\_\_ 10pts **Evidence: Sales Materials submitted for competition by November 9th.**  
Sales Materials Project Manager

\_\_\_\_\_ 5pts **Evidence: Company Branding submitted for competition by November 9th.**  
Company Branding Project Manager

#### Task 2: Digital Catalog: (VERY HIGH PRIORITY)

The assigned team member will work with the teacher to develop the company catalog. Develop the cover, tables of contents and product pages for all the products the company plans to sell in the catalog. Review, and proof read the digital company catalog. Make sure that the images are high quality and not pixilated. Multiple team members can work on this project, but the lead assigned in Task 1 will be a manager of this project.

\_\_\_\_\_ 30pts **Evidence: Digital Catalog in (PDF) format → Canvas November 1-2**  
Employee responsible for this task

#### Task 3: Finalized Company Banner Design: (HIGH PRIORITY)

Work with your teacher to design a banner that will be used at the booth at trade shows. The finished banner should be shared and approved by all leadership teams members and the teacher. The banner will be sent to be printed so It needs to be done by November 15th. Package the Banner and upload to G-Drive and turn banner file and PDF into Canvas.

\_\_\_\_\_ 5pts **Evidence: Banner design presented & Approval form attached**  
Employee responsible for this task

\_\_\_\_\_ 5pts **Evidence: Packaged banner and finished PDF Copy → Canvas November 1-2**  
Employee responsible for this task

#### Task 4: Company Business Card Design:

Design a generic (no employee name) company business card that supports the image of the company. The card design should contain all important company contact information including; company name, logo, address, phone number, web site URL. Using the business card template found in the VE Task matrix, make a sheet that will work with business card blanks so that we can print 10 cards per page. See your consultant for the card blanks. Print 4 sheets of company business cards to be used at our next sales event.

\_\_\_\_\_ 5pts **Evidence: Printed Business card draft on white paper**  
Employee responsible for this task

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