

Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 15th. 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.

Communications Department

Company Name _____

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.

Task 1: Preparing for the Exhibitions:

As a department, attend the meeting scheduled by marketing to prepare for the Fountain Valley. Following the meeting, create a Exhibition binder for the competitive events that the company will be attending over the next 6 months. Design dividers for each event that includes Fountain Valley, San Diego, Bakersfield, Los Angeles and Bay Area. For each event, the binder include: Planning Information, Registration, Work Schedule, Conference & Exhibition Information, competition rubrics, permission forms and results. Communications will coordinate the attendance, packing and unpacking after the event. All company employees as will be expected to attend this event on November 8th. Hand out and collect the parent permission forms for Fountain Valley and put them in the binder. Use the company release form you created last month to take roll as turn in their forms and employees enter the bus on the 8th. Give your teacher a copy of the form so they can submit it to attendance before the bus leaves.

Employee responsible for this task

5pts

Evidence: Conference Binder with dividers - observed by teacher

Employee responsible for this task

5pts

Evidence: Collection of Permission Forms - observed by teacher

Employee responsible for this task

5pts

Evidence: Company Release Form → shared in Canvas

Task 2: Publishing November Newsletter:

Send the out the PDF version of this newsletter to all employees in the company via email. In addition send a copy to Digital Media to be added to the web site.

Employee responsible for this task

5pts

Evidence: November Newsletter emailed to all employees and teacher

Task 3. November Bulletin Board:

Update the monthly company bulletin board. The board needs to reflect a new theme for each month, but does not need to have the month name just the theme. The board should have the company name and logo at the top and will be used as a showcase for company communications, pictures, social media, and announcements. Develop some interactive or engaging things on the board to attract people to this area of the office. Use **Comic Life** to create creative headings and labels.

Employee responsible for this task

5pts

Evidence: Picture of the November Bulletin board with engaging material → Canvas Nov 1-2

Task 4: Company Social Media & Google Account

Following the schedule you set up in the social media calendar and complete the required social media posts over the next 2 weeks. It is important to maintain consistency in the posts so they should be done evenly across the period and should not all be done one or a few days. In addition you are required to get 80% (about 20 people) or more from your company employees to follow you on Twitter and Instagram. Maintain the company Google account, read all email. Determine if email should be printed, forwarded to employees, saved and sorted or deleted in the company Gmail account. Print any advertisements and post them using push pins on the back board near the door. The points will be award by teacher observation.

Employee responsible for this task

5pts

Evidence: 4 business related tweets and Instagram posts

Employee responsible for this task

5pts

Evidence: 80%+ of the company employee following on Instagram & Twitter

Employee responsible for this task

5pts

Evidence: Company e-mail read, forwarded, printed, sorted and deleted as needed

Task 5: December Newsletter Layout and Design:

This is the newsletter that will be going to our state competition. Review the competition rubric found in the **Hub-Curriculum** and in **Competitions & Events**. Meet with your team and brainstorm ideas that should be in the newsletter for the coming month. The newsletter will have 3 articles, each will be about 100-150 words and will be created using InDesign. The articles should address the type things the judges will be looking for in the competition. After you have a good idea of what you want to have in the newsletter, Assign one person to be the design lead and get 4 sheets of paper and the lead will sketch a detailed and labeled layout out draft of your December newsletter. We want everyone to contribute to the competition submission. Assign team members each of the pages. Have everyone will pass their finished work on to the lead. Print the finished newsletter and turn in to the teacher.

Employee responsible for this task

5pts

Evidence: Detailed & Labeled Draft of Newsletter → red tray with task verification form attached

Employee responsible for this task

10pts

Evidence: Printed 4-page draft of newsletter → red tray with task verification form attached