

Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 2nd. 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.

Art and Publications Department

Task 1: Department Meeting

Meet as a department and read together and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the Chief Officers as soon as possible- Fill in task sheet with names and who is responsible for each task. Each person can earn 2 work points from you each day for 10 points per week. Each day, 1 Point will be automatically, earned for having your phone in your employee locker and the additional point/s will be earned for your daily work. Violations of office policies will result in loss of points. The department leader will complete the weekly work points for all employees each week for their department. Leaders failing to award points will get no points for the work period, while associates will get full points awarded. A link will be sent in an e-mail and on Slack complete this task.

_____ 5pts **Evidence: Complete and turn into Chief Officers & Teacher**
Vice President

Task 2: Company Branding Competition (HIGH PRIORITY-October 31st deadline)

Review the **Company Branding** rubric found under **Rubrics** tab in the **Competitions and Rubrics** section of the VE portal. Complete the company entry for the National Branding Competition. Work with your teacher to develop the branding materials for the company and combining the pieces together using Adobe Acrobat Pro. Include in your submission: Cover Page with title and company information. Page 1: Company Logo (color and black and white), Color Palette (that includes CYMK, RGB, and Hex), Company Fonts and rationale for why you chose each. Page 2: Company letterhead with a company description and company envelop design. Page 3: company business card (front and back) Page 4: Company Employee Name badge. Page 5-6: Other applications of the company branding. This is a competitive event and If your company places in the competition all members of the team will get a 10 point department bonus.

_____ 5pts **Evidence: Cover Page and submission design → added to the Single-PDF file**
Employee who is responsible

_____ 5pts **Evidence: Logo Color Palette and Fonts Page → added to the Single-PDF file**
Employee who is responsible

_____ 10 pts **Evidence: Business Card → added to the Single-PDF file**
Employee who is responsible

_____ 5 pts **Evidence: Envelope → added to the Single-PDF file**
Employee who is responsible

_____ 5 pts **Evidence: Company Letterhead → added to the Single-PDF file**
Employee who is responsible

_____ 5pts **Evidence: Submit the Single-PDF file to the national competition. → Canvas October 3-4**
Employee who is responsible

Task 3: Company Banner Design

Working with your teacher, develop a design for the company banner that will be used to display in your booth at all your trade shows. The banner will be used to identify the company and maintain its image. The banner will be created in InDesign and should be 36" tall and 72" wide and should clearly identify what the company name is, its slogan and what is sold. It should have the company logo and be represent the company colors.

_____ 10pts **Evidence: First Draft of Company Banner as PDF → Canvas October 3-4**
Employee who is responsible

Task 4: Logo Formats and Sizes

When the final logo has been approved, we will need to have multiple designs of the logo that can be used on various print materials. Make high-quality versions of the logo in full-color, logo in full-color with white background and a logo in black and white. After those are completed, save each as a large (full page), medium (half page), small (quarter page) and mini postage stamp) versions of each logo styles in a pdf, png, and jpeg formats. Save in the various size logos to the company Google drive so all departments have access the logo design.

_____ 10 pts **Evidence: Logo files uploaded to Company Google Drive in the Art Folder → teacher observation**
Employee who is responsible