

# Communications Department

## Bimonthly Tasks for October 3-4

60 pts - Each department leader needs to show evidence of completion on or before November 1st. 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

### Task 1: Department & Leadership Meeting:

Assigned to Vice President

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks. Fill in task sheet with names. Turn in a copy to the Chief Officers and teacher as soon as possible. Complete weekly work point evaluations each Friday which have been sent to you by Human Resources.

**5pts Evidence: Complete and turn into the Chief Officers & Teacher**

### Task 2. Daily Brief:

Assigned to all team members

Based on the plan you developed last task sheet. Begin the Daily Briefs each day starting October 26th. Check in with your teacher a day ahead of time to prepare what you will be highlighting and use your bulletin board to direct employee to information they need to know. In addition, prepare a schedule for your team to present the daily brief starting through the month of November stating who is responsible each day for the brief. Add the schedule to the Google calendar and print out the month for your teacher, have the teacher sign each day you present as evidence you presented. Use group text, email or Slack to send out reminders.

**5pts Evidence 2.1: Daily Brief presented each day for the week of October 26 - Nov 1**

**5pts Evidence 2.2: Daily Brief Calendar for November → Task Verification Form**

### Task 3. Fountain Valley Exhibition Preparation:

Assigned to \_\_\_\_\_

Develop a company permission and release form for the Fountain Valley Exhibition on November 8th. This is a required event and everyone should attend. The templates for these forms can be found in the **Task Matrix** under **Communications**. Work with Sandra to make sure the forms meet the school requirements. Finalize your company permission and release form and send the release form to Sandra in the workroom for submission of the release to attendance by November 1st. Copy permission forms and hand them out to employees. Verify with your teacher that all permission forms have been collected

**5pts Evidence 3.1: Permission Form: Sandra's Signature \_\_\_\_\_**

**5pts Evidence 3.2: Release Form: Sandra's Signature \_\_\_\_\_**

### Task 4. November Company NewsLetter

Assigned to \_\_\_\_\_

Finish off the November Company Newsletter and it should have an articles that highlight the company for the last 6 weeks and be designed using the newsletter rubric to ensure you cover the required components of competition. This newsletter will be 4 pages in length as you prepare for the submission in December for the state competition. This newsletter will be printed and used for display in the booth in San Diego. Print a copy for Mr. Gersten to review. Print the Newsletter rubric found under Competitions & Rubric-Reference Files-Submission based Competitions and score the newsletter using that rubric. Before you submit the newsletter for print see Mr. Gersten for printing submission guidelines.

**10pts Evidence: Final November Newsletter: → Canvas Oct 3-4**

### Task 5. Junior Company Mentorship:

Assigned to all team members

Multiple times each week, check in with junior Vice President of Communications to see how they are doing with their tasks and answer any questions they have concerning their October 3-4 series of tasks. 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 5.1: Signed by junior Vice President \_\_\_\_\_ October week 3**

**5pts Evidence 5.2: Signed by junior Vice President \_\_\_\_\_ October week 4**

### Task 6. Company Social Media

Each social media lead in your department will be responsible for their required postings. You will be required to initiate two tweets and instagram posts and one Facebook and LinkedIn post each week. Screenshot your postings with date of posting and submit the screenshots to Canvas for your teacher to grade.

**5pts Evidence 6.1: Twitter Posts (4) Assigned to \_\_\_\_\_**

**5pts Evidence 6.2: Instagram Posts (4) Assigned to \_\_\_\_\_**

**5pts Evidence 6.3: LinkedIn (2) Assigned to \_\_\_\_\_**