

# Art & Publications Department

Company \_\_\_\_\_

## Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before October 25th. 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. Assign the below tasks to team members so that you can complete all tasks by the deadline.

### Task 1: Department & Leadership Meeting:

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 the weekly work performance evaluation for your associates sent to you by your HR department.

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

### Task 2. Identify Department Goals, Objectives, and Strategies

Assigned to Vice President

Attend the leadership meeting to review Management Task 5 and set Goals & Objectives and define the strategies for your company as you move forward into the year. The Chief Officers will share a Google doc "Company Goals & Objectives" Develop your department goals for the year and record them in this doc.

Turn in your departmental goals into Canvas.

**10pts Evidence: Department Goals**

### Task 3. Junior Company Mentorship:

Multiple times each week, check in with the junior **Vice President of Art** to see how they are doing with their tasks and answer any questions they have concerning their October 2-4 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: Signed by junior Vice President of Art** \_\_\_\_\_ October week 1

**5pts Evidence: Signed by junior Vice President of Art** \_\_\_\_\_ October week 2

### Task 4. Branding Competition Evaluation.

Assigned to all team members

Print out the rubric for the National Branding Competition to use as a guide for this task. Print the branding submission from last year to New York and clip it together and write the word "draft copy" on the front cover. Look through the submission for areas that need improvement and write comments and make corrections of things that you find. Pass the "draft copy" to all team members and CEO for their input and comments. Have them sign on the front cover as evidence that they looked at and proofed the submission

**10pts Evidence: Draft Copy of Branding submission**

### Task 5. Branding Competition.

Assigned to all team members

Completely redesign the company branding competition package. This package will be submitted in the next task sheet. Before you start the competition package review the *scoring rubric* so you know what the judges will be using to score your submission. Included as many branding components. Complete the competition draft and turn it into Canvas for your teacher to review and make suggestions on ways to improve the entry. If you would like you can get Mr. Gersten's opinion on your entry if you want another set of eyes to help you prepare your best possible submission. Submit the draft of the project to Canvas. The competition submission is at the end of October.

**15pts Evidence: Branding Competition (Draft)**

### Task 6. Trade Show Preparation Booth Signage.

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

Set up the booth vertical sign that was made last year and make sure the sign. In addition, work with Mr. Gersten to get your fall catalog printed for use at both Fountain Valley and San Diego events. Have him sign to confirm print submission.

**5pts Evidence: Booth Vertical Sign Set-up**

**5pts Evidence: Fall Catalog sent to print shop: Gersten** \_\_\_\_\_ **Date** \_\_\_\_\_