

# Art & Publications Department

## Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. 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. Finalized Business Plan

Assign a team member to work with the Chief Officers to help them integrate the written document and you template design. Make any adjustments the officers want and print the finalized plan for them to turn for final approval.

**10pts Evidence: Printed Business Plan:**

\_\_\_\_\_ is assigned to this Task

### Task 2. Junior Company Mentorship:

Multiple times each week, check in with junior art department to see how they are doing with their workload and answer any questions they have concerning their 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.

**10pts Evidence: Signed by junior Vice President**\_\_\_\_\_ September week 4

### Task 3. Finalizing the Company Catalog

Following the review of the company catalog by both Mr. Elway and Mr. Gersten. Take their recommendations and make the changes to the catalog. Once completed, see Mr. Gersten about how to submit the finished catalog so it is a print ready PDF. Then work with Sandra to submit the catalog for printing.

**10pts Evidence: Updated Catalog: Submit template in Canvas as a PDF**

Responsibility: Any Team Member