

Art Department

Bimonthly Tasks for January Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before January 31st. 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. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on January 24th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the January 3-4 Folder and Canvas.

Task 1: Sales Materials Competition™ (HIGH PRIORITY) Employee Responsible: _____

Review the trade show competition information for this event found in the HUB → Curriculum under Competitions & Events → Competition Rubrics. Work with your teacher to improve the Sale Materials competition items. The deadline for entry and submission in the competition is Friday, January 24th at 5:00 pm Upload a PDF copy of the Sales materials submission to Canvas for the teacher to review

____ **15 pts Evidence 1.1:** Sales Materials submitted for Competition

____ **5 pts Evidence 1.2:** PDF uploaded → Canvas & Drive January 3-4

Note any awards in ™ competitions will be added as a bonus to your department grades

Task 2: Company Branding Competition™ (HIGH PRIORITY) Employee Responsible: _____

Review the trade show competition information for this event found in the HUB → Curriculum under Competitions & Events → Competition Rubrics. Work with your teacher to improve the Company Branding competition items. The deadline for entry and submission in the competition is Friday, January 24th at 5:00 pm Upload a PDF copy of the Company Branding submission to Canvas for the teacher to review

____ **15 pts Evidence 2.1:** Branding submitted for Competition

____ **5 pts Evidence 2.2:** PDF uploaded → Canvas & Drive January 3-4

Note any awards in ™ competitions will be added as a bonus to your department grades

Task 3: Trade Show and Department Reports: Responsible: Vice President of Art & Publications

As a follow-up of the Bakersfield Trade Show, you will be meeting as a leadership team to discuss the company's performance at the state conference. Complete the **Department Report** found in the **Task Matrix** under communications. Based on your discussion in your leadership meeting, complete the top section and hold a meeting with your department and discuss the lower sections of the report. Upload copies of the department report to Canvas for the teacher to review.

____ **10 pts Evidence:** Completed Department Report → Canvas & Drive January 3-4

Task 4: The Impact Marketing Billboard™:

The team has an option for the next trade show to use or update one of the previous billboards used in competition or create a new design for Los Angeles. Review the previous designs used impact marketing competition to decide what direction your department go. Review the guidelines found in the HUB → Curriculum under Competitions & Events → Competition Rubrics and design your 30 x 20 ad that will be used in Los Angeles. Upload ca PDF of the Impact Marketing to Canvas for the teacher to review

____ **10 pts Evidence:** Draft of Impact Marketing Entry → Canvas & Drive January 3-4

Note any awards in ™ competitions will be added as a bonus to your department grades