

Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 1st. 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 (0-20 pts for work points)**
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 (get teachers help with this). Include in your submission: Cover Page with title and company information. Page 1: Company Logo (color and black and white), Color Palette (that includes CMYK, 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

_____ 5 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 to the national competition by October 31st. → 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 represent the company colors.

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

Task 4. Company Task Management Board Sign

Assign a team member to create a company sign with name and logo that will be placed in the space above your company tasks on the task board at the back of the room. Measure the space and print he sign and turn it in to be laminated

_____ 5pts **Evidence: Print sign and turn into teacher**
Employee responsible for this task

Task 5: Sales Promotion Flyer:

Working with your Chief Officers and your teacher meet and talk about the table top flyer/s you will be designing for the exhibition you will be attending on October 11th. Without a company catalog, this will be what your company will be using to sell the products and packages they will be offering at this event. The flyer/s will be displayed on your company table at the event and your employees will use it as an aid to help them sell to customers from other schools. You can create multiple promotion flyers if you have multiple products you will be offering. Print the flyers in color and get the flyer stands from the teacher to use at the event. Submit the final flyer as a pdf into Canvas for October 3-4 Department Tasks.

_____ 10pts **Evidence: Sales Promotional Flyer used at event and → Canvas**
Employee Responsible