

Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. 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. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Art & Publications Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for this short week. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible. Award weekly work points in the form sent out by HR.

Task 1: Company Product Verification

Meet with the Vice President of Sales, Art and Digital Media, the web master, the catalog designer and your teacher to review the products and make sure that the model numbers, prices and descriptions match up with the website, catalog and wholesale marketplace. Using a Google sheet in the company drive update the names, prices and product numbers so that this file can be used for consistency across all departments as they start placing products into their projects. Read the descriptions and make logical sense and error free.

_____ 5 pts Evidence: **Products Finalized-submitted by Vice President of Sales**
Vice President of Art

Task 2: Digital Catalog: (VERY HIGH PRIORITY) Needs to be ready for printing by November 21st

Finalize the company catalog that will be used in San Diego. Work with your teacher to make sure the catalog meets the print shop requirements before printing and reflects the final products verified in the task 1. **The catalog needs to have pages that evenly divide by 4 (4 ,8, 12, 16..etc)** and when done will be sent to the print shop for professional printing.

_____ 15pts Evidence: **Digital Catalog in (PDF) format → Canvas November 3-4**
Employee responsible for this task

Task 3: Booth Signage:

Work with the Marketing Vice President design a vertical sign for the booth. This will be used at every trade show as a prop in the booth to advertise exactly what your company does and sells. See examples of vertical signs on the internet. The design will be 30" wide and 72" long and will be a free standing sign that we will have printed at the print shop. Submit the draft of the design to Canvas for your teacher to review. This will be used for the booth at Bakersfield

_____ 10 pts Evidence: **Draft Vertical Graphic → Canvas November 3-4**
Employee responsible for this task

All items that need to be printed for San Diego need to be in by Thursday November 21st.