

Art & Publications Department

Bimonthly Tasks for September

AP Task 1: Department Meeting and Assigning Tasks - 5pts

Responsibility: All Team Members

Meet as a department and go over the tasks found in Trello for the September task period. Divide up the work by adding members to the tasks card so everyone knows who will be responsible for that task over the task period. Everyone in the department can earn 50 points for this series of tasks and everyone will receive the same task points based on the number of tasks completed by the team. Each task needs evidence of completion which is found at the bottom of the task instructions. All tasks are due on or before October 5th unless noted in the task. Tasks completed early can be turned in and verified at any time. It is the responsibility of the department leader to make sure that all tasks are done. When all tasks have been assigned, move the card to Working ON. When any task has been completed, the leader should move it to the Chairman of the Board (your teacher) for final verification and awarding of points.

5pts Evidence: Tasks Assigned → Teacher Observation

AP Task 2: Hiring Process & Department Placement - 5pts

Responsibility: Vice President of Art

You will be holding interviews to fill positions for your department team. Coordinate with the Vice President of Human Resources when you would like to schedule the interviews. During this process, you will record your applicants in sequential order based on the preference of hiring. Following all the interviews the leadership team will meet and place employees. The company roster will be submitted by the VP of HR.

[Curriculum / Human Resources / Human Resources Task 1 Interview and Place Job Applicants](#)

5pts Evidence: Interviews completed team selected → Submitted by Vice President of HR

AP Task 3. Leadership Name Badges - HIGH PRIORITY! - 10pts

Responsibility: Any Team Member

Obtain the dimensions of the name badge holders from your teacher and create basic name badges for the company leaders who will be attending the leadership training on October 4th. The badges need to have the name of the company, the Employee's name, and their position in the company. These badges need to be completed by September 30th and given to the CEO who will carry the badges to the October 3rd event

10pts Evidence: Printed badges ready to go on September 30th → Teacher Observation.

AP Task 4. Explore Logo Design - 10pts

Responsibility: All Team Members

Watch the What Makes a Logo Video and review the links below and learn about designing a company logo. Following the review of the sites, each team member will submit their top 5 most influential tips and explain why they feel they are most important to use as they move to the next step of designing the company logo.

10pts Evidence: Top 5 Most Influential Tips → Attached or Linked to the Trello Card

What Makes a Logo

https://youtu.be/RBTiTcHm_ac

Logo Design Tips

<https://1stwebdesigner.com/logo-design-tips/>

Killer Tips for Logo Design

<https://mashable.com/archive/logo-design-tips#vtb2tsi1DiqW>

Logo Design Tips II

<https://venngage.com/blog/logo-design-tips/>

AP Task 5. Company Logo Design - 20pts

Responsibility: All Team Members

Based on the company's business idea and current working name. Work as a department to design logos that work with the current company name and business idea. If the class completed the Branding Exercise collect the assignments. Review the ideas submitted by employees in the Branding exercise to help in the creative process. Have each Art team member develop 3 different ideas for logos for the company. These should be as professional as possible digitally using one large Google Slide. After the company name is finalized with the leadership team. Review all the ideas, adapt them to the company name, and as a team decide on your top 3-4 selections and develop a department logo presentation to be presented at the next leadership meeting. Have the Vice President share these at the meeting and leadership will approve one to be developed as the final logo concept.

Curriculum / Design/ Design Task 1 [Design a Company Logo](#)

15pts Evidence: Team Member Google Slide with Logo Ideas → Attached or Linked to the Trello Card

5pts Evidence: Department Logo Presentation → Attached or Linked to the Trello Card