

Graphic Design BizPrep

Welcome Letter

Business CEO:

We are looking forward to your school's visit to *JA BizTown* and hope that you and your team are as well. We know you are learning a lot about operating your own business and handling your own finances. Before long, you will be able to put your knowledge to work and, hopefully, see success for both yourself and your business.

You will find many important papers in this BizPrep Packet. All pages must be completed before coming to *JA BizTown* and must be brought with you on the day of your onsite visit. There are also several tasks to be completed in preparation for your visit. **Please use the checklist below to assure that all paperwork and tasks are completed and checked for accuracy.**

- _____ Business Cost Sheet
- _____ Loan Application
- _____ Newspaper Ad
- _____ Radio Ad
- _____ Philanthropy Pledge Sheet
- _____ Employee Checkbooks*
- _____ Employee Name Tags (optional)

**Checkbooks are not used by every school. Check with your teacher and include the completed checkbooks in your BizPrep envelope, if instructed.*

Your signature at the bottom of this page indicates that your business team is ready for business. Thank you for handling this responsibility!

We look forward to seeing you soon,



Lena Yarian
President, JA of Northern Indiana

Our business has prepared each of the
above items:

CEO'S Signature

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Business Cost Sheet

SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	147	Yellow	\$9.00	X 2 = _____	
CFO _____	148	Red	\$8.50	X 2 = _____	
Artist 1 _____	149	Red	\$8.00	X 2 = _____	
Artist 2 _____	150	Yellow	\$8.00	X 2 = _____	
Corporate Sales Manager _____	151	Green	\$8.00	X 2 = _____	
Production Team 1 _____	152	Yellow	\$8.00	X 2 = _____	
Production Team 2 _____	153	Red	\$8.00	X 2 = _____	
Production Team 3 _____	154	Green	\$8.00	X 2 = _____	
Retail Sales Manager 1 _____	155	Green	\$8.00	X 2 = _____	
Retail Sales Manager 2 _____	156	Red	\$8.00	X 2 = _____	

NOTE: IF using checkbooks, the above assigned account number **MUST** be the same account number written on the front of each citizen checkbook.

Section A: Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$8 to Professional Office)	\$8.00
Attorney Services	(\$2 to City Hall)	\$2.00
Auto Lease	(\$8 to Auto Dealership)	\$8.00
CPA Services	(\$2 to Professional Office)	\$2.00
Equipment	(\$3 Aerospace Manufacturing)	\$3.00
Generator	(\$3 to Manufacturing & Engineering)	\$3.00
Healthcare	(\$5 to Healthcare Center)	\$5.00
Insurance	(\$2 to Professional Office)	\$2.00
Logistics	(\$2 to Logistics Manufacturing)	\$2.00
Philanthropy	(\$2 to Utility Company)	\$2.00
Rent	(\$3 to Professional Office)	\$3.00
Supplies	(\$5 to Supply Center)	\$5.00
Taxes	(\$5 to City Hall) - <i>Personnel Taxes, Property Taxes</i>	\$5.00
Utilities	(\$5 to Utility Company)	\$5.00

Section B: Total Operating Costs \$ _____

TOTAL BUSINESS COSTS:
(Salaries plus Operating Costs)

\$ A + B

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Loan Application

BUSINESS INFORMATION

Business name: _____

Do you provide a good or a service? _____

*Use the information on the **Business Cost Sheet** to complete this application.*

EMPLOYEE INFORMATION

Number of employees: _____

Total of All Salaries: \$ _____ Line 1

Transfer from Business Cost Sheet: Section A

OPERATING COSTS INFORMATION

Total Operating Costs: \$ _____ Line 2

Transfer from Business Cost Sheet: Section B

TOTAL BUSINESS COSTS

Total Business Costs: \$ _____ Line 3

Line 1 + Line 2

TOTAL INTEREST AMOUNT

(Multiply 5% times the **Total Business Costs**)

\$ _____ Line 4

Line 3 x .05

TOTAL AMOUNT DUE

(Total Business Cost + Total Interest Amount)

\$ _____ Line 5

Line 3 + Line 4

As a representative of the above named business, I agree to repay the Total Amount Due, which includes both the loan amount requested plus interest. I certify that the above information is correct to the best of my knowledge.

(CEO's Signature)

TO BE SIGNED BY CREDIT UNION CEO AT JA BIZTOWN

Circle One: Approved Denied

(Credit Union CEO's Signature)

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Newspaper Advertisement

Your business needs to create a business advertisement for the *JA BizTown* newspaper. On the day of the visit, the Ad Executive will collect this advertisement from your business. The newspaper editor may need to edit your ad to fit into the newspaper.

Using no more than **10-15 words**, write a descriptive advertisement for your business. Be creative!

Note: You may not know what products/services you are providing until you arrive at *JA BizTown*. Take this opportunity to advertise the quality characteristics of your business. Let people know what a great staff/business you will be running so they know why they should visit your business.

NEWSPAPER EDITOR:

Type this advertisement on
Layout Page 2.

_____ Completed

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Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community a better place. Citizens can help by donating their time (volunteering), talent (skills), and treasure (money) to charitable organizations.

JA BizTown citizens have the opportunity to give back as individuals and as a business group to a worthy JA BizTown non-profit organization. On the day of the visit, the Non-Profit Director will collect this pledge sheet and invoice your business for \$2.00 in financial support.

PHILANTHROPY PLEDGE

(Business Name)

***My employees are aware of the mission of
non-profit organizations and their role in the community.
Our business pledges \$2.00 to support a non-profit organization.***

CEO's Signature: _____

Employees' Signatures: _____

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Business Overview



Leading graphic design company responsible for creating materials to support the marketing and promoting of the businesses of *JA BizTown*, and to provide high quality retail items to citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Oversees business operations and makes business decisions. 4. Works with entire team to determine product prices for items from Supply Center, and products created by the Production Team. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Processes payments for business expenses. 4. Makes business deposits at Bank. 5. Signs business checks if CEO is not available. 6. Tracks loan payoff progress.
<p style="text-align: center;">ARTIST</p> <ol style="list-style-type: none"> 1. Creates artwork and graphic designs for business customers. 2. Fulfills business marketing materials orders for business customers in a timely manner. 3. Submits completed business marketing materials orders to Corporate Sales Manager for quality control checks. 4. Works closely with Retail Sales Manager to create sales flyers for retail items. 	<p style="text-align: center;">CORPORATE SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with other business representatives to select items for their business marketing needs. 2. Submits business marketing materials order forms to Artist(s) for completion. 3. Inspects finished business marketing material orders for quality. 4. Generates business invoices for the sale of business marketing materials. 5. Provides excellent customer service.
<p style="text-align: center;">PRODUCTION TEAM</p> <ol style="list-style-type: none"> 1. Meets with Freckles Volunteer to learn how to operate graphic design equipment. 2. Fulfills work orders from Retail Sales Manager by working with Freckles Volunteer to create high quality graphic design products. 3. Submits finished products to Corporate Sales Manager for quality control checks. 4. Assists Retail Sales Manager with greeting customers, sales and process of payments. 5. Provides excellent customer service. 	<p style="text-align: center;">RETAIL SALES MANAGER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Works with CEO to determine product prices of items. 3. Prepares sales area with product display. 4. Works with Artist to creates posters to promote sales. 5. Sets up Point of Sale System with Sales Rep. 6. Greets customers, assists with sales, and processes payments for sale of products. 7. Provides excellent customer service.