

Radio Station CEO

You are responsible for the smooth operation of the Radio Station. Many customers will be visiting your business during the day to make requests and dedications. The Radio Station will also assist the *JA BizTown* staff by making public service announcements. Be certain all employees are familiar with their responsibilities and are courteous to customers.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #35**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

2. Business Costs Sheet

You should have your **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

3. Place Order



- Hold your iPad horizontally.
- Select the **Place Order** tab along the left side in the BizTown simulation.
- Review the order and tap **PLACE ORDER** at the bottom of the screen.
- Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies. The bill goes to your CFO electronically.
- When your start-up supplies arrive, sign the inventory sheet and keep it in your business.

4. Sign Payroll Checks

Sign all Payroll checks after they have been printed by the CFO.

5. Set Prices

Set prices for the **Song Request, Song Dedications and Guest DJ's**. Write the prices on the large whiteboard. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.

6. Set up the Point of Sale iPad



- Use the **POS Setup and Sales Instructions** to set up the Point of Sale on your iPad. Suggested prices are:
Requests: \$2.00 up to \$3.50
Dedications: \$2.00 up to \$3.50
Guest DJ's: \$3.50 up to \$5.00
- Remind all employees that the Radio Station **only accepts checks for payment today**. No debit cards and no cash.
- Give the checks to the CFO to deposit.

7. Loan Application & Promissory Note

Following the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.

8. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment** forms to a Bank employee when they come to collect them. These are in your BizPrep envelope.

9. Prepare Speech



Practice your CEO speech. This is located in the red **PDF Expert app** on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

10. Rental Agreement

Sign the **Rental Agreement** when the Property Manager brings it to your business.

11. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your **Philanthropy Pledge Sheet** when they ask for it. Encourage your employees to contribute. The Non-Profit Director will return later in the day to collect the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

12. Requests & Dedications

Throughout the day, help make customer orders for requests/dedications and Guest DJ promotions.

- a. Complete a **Song Request Form** for each customer.
- b. Give the **Song Request Form** to the DJ to broadcast.
- c. A Guest DJ is a promotional “scarce” item and should be priced accordingly (**\$3.50 up to \$5.00, as mentioned in #5**).
- d. You will only receive 15 forms (with your first order of supplies) to sell for the entire day.
- e. Complete the **Guest DJ Form** for each customer with the current time and the time they should return to the Radio Station to be a Guest DJ. Only ONE guest DJ may be in the booth at a time. **Make sure they read the card (with the rules on it) that is provided to them.**
- f. Use your **Guest DJ Signup Log** to keep track of return times you assign to Guest DJs.

13. Case #1 Clue Envelope

Give the District Attorney the **Case #1 Clue Envelope** (on your desk) when they come to collect it.

14. Project Designer Meeting

Today, you will have the opportunity to remodel your business space. Meet with the Project Designer from the Construction Company when they come to discuss your options for new carpeting and wallpaper or paint for the walls. **You have a budget of \$500.** The Project Designer will complete a proposal form and then calculate a bid estimate for you. Once the estimate is completed, the Designer will return to go over it with you. **This is only an estimate. You will NOT pay for the estimate.**

15. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad.** Take your iPad and give it to the teacher stationed at the iPad carts.

16. Clean Up

Assist with business clean up at the end of the day.