

TV Station CEO

You are responsible for the smooth operation of the Television Station and creating a video production of your school day at *JA BizTown*. Many customers will be visiting your business during the day to take part in interviews and news reports. Make sure 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 #42**. 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. Watch the iMovie Tutorial



Watch the iMovie Tutorial video located on your computer desktop. Using the **CEO Production Directions**, follow the steps in the manual to begin the video production on your computer.

6. 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.

7. 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.

8. 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.

9. Accept Airdrops



Throughout the day, you will be working with the Camera Operator, Ad Executive and Reporter to put create a video production of your school day at *JA BizTown*.

- a. The Camera Operator will airdrop finished interviews to your computer. Use the **CEO Production Instructions** to add these video clips to the final production. Be sure to select **Open in Photos** when receiving all airdrops, at the top right of your computer screen.
- b. The reporter and ad executive will also be creating videos throughout the day and airdropping them to your computer to add to the production.
- c. Follow the **CEO Video Production Checklist** to make sure all interviews, business ads, reporter's news stories, Meteorologist weather reports and experiment have all been completed and added to the iMovie timeline for the production.
- d. Each video clip should be no more than 1 minute long. Edit the clips if needed.

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. Meeting with the Non-Profit Director

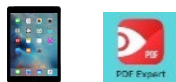
Your business relies on grant money to pay off your loan. Your grant is given as a result of working hard as a team and completing your product for the day. Make sure your employees are aware of this. Your CFO will be applying for a grant. **The Non-Profit Director from City Hall will be meeting with you today to discuss if your business is making progress towards your goals for the day.** Make time to meet with the Non-Profit Director when they visit your business.

13. Complete Video Production



When all interviews have been completed, your checklist is completed, and all videos have been placed on the final production timeline in iMovie on the computer, let a JA staff person know. You will leave your computer on the iMovie screen.

14. 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.

15. Clean Up

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