

Daily Schedule Outline

All times are approximate, schedule subject to change.

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| 30 Minutes | <p>Arrival/Business Start-Up</p> <ul style="list-style-type: none"> • Upon arrival, students will be directed to their assigned business. • Volunteer(s) will already be in the business and will distribute nametags debit cards. • Volunteer(s) will direct CEO to begin morning staff meeting. • CFO's will attend CFO meeting led by JA BizTown staff. • Students will review job tasks and begin their start-up responsibilities. |
| 20 Minutes | <p>Opening Town Meeting</p> <ul style="list-style-type: none"> • JA BizTown staff welcome students. • Mayor delivers speech. • Each CEO delivers a brief speech about the products/services their business offers. • Remind students to get their paychecks from the CFO before they go on their first break. |
| 60 Minutes | <p>Employee Work/Break Rotations (three sessions/~20 minutes each)</p> <ul style="list-style-type: none"> • CFO's distribute paycheck 1 immediately after Opening Town Meeting. • Blue Break – 20 minutes • Green Break – 20 minutes • Red Break – 20 minutes |
| 15 Minutes | <p>Mid-Day Town Hall Meeting</p> <ul style="list-style-type: none"> • Reminders and updates from JA BizTown staff • Sales pitches and advertisements from JA BizTown CEO's (optional) |
| 75 Minutes | <p>Employee Work/Break Rotations (three sessions/~25 minutes each)</p> <ul style="list-style-type: none"> • Paycheck is deposited into student accounts via direct deposit. • Blue Break – includes lunch • Green Break – includes lunch • Red Break – includes lunch |
| 15 Minutes | <p>Business Closing/Clean-Up</p> <ul style="list-style-type: none"> • Final loan payments. • Student evaluations completed. • Business restored to original set-up. |
| 20 Minutes | <p>Closing Town Meeting/Parade</p> <ul style="list-style-type: none"> • Mayor delivers closing speech. • Prizes/raffle winners announced. • JA BizTown parade. • Dismissal |