You are responsible for invoicing the businesses for payment for the TV Station advertising and working with the Director for coordinating the shoot schedule for all business Ads. You should interact with your customers in a friendly, courteous manner.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. Open your computer to see a welcome to JA BizTown message. Click on the Tab for Billing on the left side of the computer screen.

3. On your computer, select Business name, select reason for billing (Advertising – TV), select Amount due of $8.00 and select a message for your TV advertising bill. Print the bill for each business. After invoices are printed do the following:

   a. Locate the TV Station address stamp and ink pad.
   b. Using the envelope provided, stamp the center of each envelope with the TV Station address stamp.
   c. Put the completed envelopes and invoices in the folder labeled “Completed Invoices and Envelopes.” Deliver them then to each CFO.
   d. Mark an “X” on the checklist under Bill Delivered once you have delivered the bill.

4. After the Pledge of Allegiance, take your Advertising Executive’s Checklist with you as you:

   a. Go to each listed business and ask to speak to the CEO.
   b. Ask for the TV News advertisement only.
   c. Mark an “X” in the “Ad Received” column on the Advertising Executive’s Checklist.
   d. Continue to visit businesses asking for advertisements until all advertisements have been collected.

5. Put them in order according to the laminated CEO availability list in your folder. After putting those in order give them to the Director.

6. After the Opening Town Meeting, and after all the e-bill have been sent, and Ad’s have been collected, the Director will let you know which CEO’s should be brought into the studio to broadcast their ad “On-Air”. You will then go to each business to get the CEO when the director is ready.
7. When you bring the CEO or business representative into the TV Station to read their business ad, give them the Cue Cards questions and ask them to pick 2 questions that will be asked by the Host during the interview.

8. Check with the Director of the TV Station periodically so that you know how often to bring another business CEO to the TV Station for their ad recording.

9. Be sure to include the TV Station ad in your recording schedule.

10. Continue to until all CEO’s have been interviewed.

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