You are responsible for the smooth operation of the Lab Works Manufacturing business that serves JA BizTown consumers. Your business has some products that need to be manufactured by your employees. Pricing correctly and making quality products in a timely manner are essential to your business’ success. Assure all employees are familiar with their responsibilities and focused on their tasks.

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

3. Order Start-Up Supplies using the Point of Sale(CEO) computer
   a. Select the “Place Order” tab along the left side.
   b. Review the order and click PLACE ORDER.
   c. Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies.

4. Sign all Payroll checks, after the CFO has printed them.

5. Meet with the Manufacturing Managers about supply orders and the POS system.
   1. After you have received the Start-Up Order of your business’ scarce items, use the Distribution & Delivery Center Inventory Sheet from the bin to check the items. Sign the inventory sheet and keep it in your business.
   2. Place a Re-Order on the Point of Sale(CEO) computer using the Merchandise Catalogue and the Ordering Supplies Instructions. Your will need to order 3 more glue containers and 48 baggies. Use your Reorder Balance Form to help with your reorder budget. You have $5.00 budgeted for your reorder.
   3. After you receive your Supply Re-Order, use the Distribution & Delivery Center Inventory Sheet from the bin to check the items and begin setting prices. The suggested retail price for slime is $4.00. Use the laminated Pricing Worksheet to help assist you in setting prices and calculating the potential income.

6. Use the POS Setup and Sales Instructions to setup the Point of Sale Computer.

5. Remind those helping with sales that Lab Works accepts CHECKS and DEBIT CARDS only. No cash. Give the checks to the CFO to deposit.

6. Following the Pledge of Allegiance, take the Loan Application and the Promissory Note to the Bank CEO to apply for your business loan.
7. Locate the laminated CEO Speech Guidelines in your yellow folder and practice with your volunteer. You will give this speech at the Opening Town Meeting.

8. Meet with your employees and ensure that they understand what they will be doing today.

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

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

11. Check your business mailbox throughout the day.

12. When the lunches begin you will be selling items to generate income for your business. Ensure that all employees are aware of their duties at this time. Follow the **POS SETUP AND SALES INSTRUCTIONS**, to enter sales into the computer. Your business accepts checks and Debit Cards. It is very important that this is done correctly. Any checks received should be given to the CFO to deposit throughout the day. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate items for sale and answer any questions.

13. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.

14. 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 wall paper 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 just an estimate. You will not pay for anything today.**

15. Substitute for the Manufacturing Manager(s) when he/she is on break.

16. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.

17. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.

18. Assist with business clean up at the end of the day.
Good morning, my name is __________________________

(Your name)

I am the CEO of ________________________________

(business’ name)

Lab Works is a manufacturing business making and selling products just for you!

The item we will be making today is slime. It is surely going to be a hit! Stop by early on your break to make sure you receive one before we run out!

Thank you!