You are responsible for the smooth operation of this business that serves other business customers. The building project that you and your team complete today in your business has been ordered by Junior Achievement. Building quality products in a timely manner is essential to your business success. It is your job to make sure all employees are familiar with their responsibilities and focused on their tasks, and to assist your employees as needed.

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

4. Complete the Construction Permit Application that is located in your start up supply container.

5. After the Pledge of Allegiance:
   
   a. Take your Loan Application and Promissory Note to the Bank CEO to apply for your business loan.
   
   b. Take your completed Construction Permit Application and the blueprints for the park bench (green or brown) to City Hall. At City Hall, meet with the Mayor and District Attorney to get your construction permit approved. Place the signed permit on your bulletin board.
   
   c. The Architect and Construction Manager(s) will do the Door and Window Project. Review the Door and Window form with them.
   
   d. The Project Designer should review the Proposal and Bid Estimate forms and materials they will be working with today.

6. 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.

7. When the lunch breaks start:
   
   a. The Construction Managers will set up the construction site in the town square. Your company will be disassembling the park bench in front of the radio station. Disassemble the bench and take it to Distribution & Delivery. Collect the new bench from Distribution & Delivery and assemble it in the same spot in front of Radio.
   
   
   c. The Project Designer will begin meeting with CEO’s to do the Remodeling Project. All the materials are in the Construction Company.

8. Sign the Rental Agreement when the Realty Leasing Agent brings it to your business.
9. Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your Philanthropy Pledge Sheet. Encourage your employees to contribute. The Non-Profit Director will return later for the container. Remember, this container is for your employees to use when making a contribution, if they wish to do so.

10. Check your business mailbox throughout the day.

11. The Construction Company has been given a Work Order today to complete 20 stress balls. You may work on this throughout the day when your time permits. Directions and materials that are needed are on the counter. If you need assistance, please ask a JA staff person. Once completed, give the Work Order and stress balls to a JA Staff person. Do NOT take them to the Distribution Center.

12. Meet with the Energy Scientist when they come to talk with you about ways your business can conserve energy.

13. Give the Attorney the Case #3 Clue Envelope when they come to collect it.

14. Substitute for the Construction Managers when they are on break, if possible, so that the building project and additional items needed are completed in a timely manner.

15. Supervise your staff to be certain that schedules are followed, that everyone does their job, and that everyone works together as a team.

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

17. 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)

Today, our team will be busy completing construction projects.

We will be measuring the doors and windows of each business for the placement of new ones and also building a park bench.

We are looking forward to presenting our project to you at the end of the day.

Thank you!