



JA BizTown®

Daily Schedule

15 Minutes	Student Welcome/Orientation/Pledge of Allegiance
15 Minutes	Job Training in each shop (Volunteer led)
10 Minutes	Staff Meeting #1 (at each business) (CEO led)
30 Minutes	Business Start-Up <ul style="list-style-type: none">• Business supplies delivered from Delivery Center• Business loans processed at Bank• Prices set and display set-up• Production of products and services begins• Payroll processed (1st paycheck printed)
25 Minutes	Opening Town Meeting <ul style="list-style-type: none">• Introduction of Mayor and his or her speech highlighting importance of voting, and Quality Business Award• Retail and manufacturing CEOs present brief description of products
75 Minutes	Employee Work/Break Rotations (three sessions/25 minutes each) <ul style="list-style-type: none">• First employee bank deposit• Employees open savings account• Employee lunch session• Retail businesses open for sales• Employees begin to shop• Employees may vote
15 Minutes	Staff Meeting #2 (at each business) (CEO led)
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none">• Second employee bank deposit will be direct deposited• Employee lunch session• Employee shopping continues• Employee voting continues
10 Minutes	Business Clean-Up/Staff Meeting #3 <ul style="list-style-type: none">• Business restored to original set-up• Remaining inventory organized and kept in shop• Students prepare for final staff meeting• Volunteers review observations/learning opportunities of the day



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Closing Town Meeting

- Mayor speaks
- Quality Business Awards presented
- Voting results reported
- End-of-Day Reports: various businesses report pertinent information