



JA BizTown™ Visit Information

Sample Daily Schedule

15 Minutes	Student Welcome/Orientation
45 Minutes	Business Start-Up <ul style="list-style-type: none">• Staff meeting• Business supplies purchased from Supply Center• Students read/review job responsibilities• Business loans processed at bank• Price-setting• Production of products and services begins• Playing of National Anthem
15 Minutes	Opening Town Meeting <ul style="list-style-type: none">• Introduction of Mayor and his/her speech highlighting importance of voting and <i>JA BizTown</i> Awards• Retail and manufacturing CEOs present brief description of products
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none">• First employee bank deposit• Employee opens savings account• Retail businesses open for sales• Employees begin to shop
10 Minutes	Uninterrupted Staff Meeting (at each business)
90 Minutes	Employee Work/Break Rotations (three sessions/30 minutes each) <ul style="list-style-type: none">• Second employee bank deposit• Employee lunch session• Employee shopping continues
10 Minutes	Business Clean-Up <ul style="list-style-type: none">• Business restored to original set-up• Remaining inventory organized• Students prepare for final staff meeting
10 Minutes	Final Staff Meeting (at each business) <ul style="list-style-type: none">• Volunteers review observations/learning opportunities of day
15 Minutes	Closing Town Meeting <ul style="list-style-type: none">• Mayor speaks• Quality Business and Citizen of the Day Awards presented• Voting results reported• End-of-Day Reports: various businesses report pertinent information• Mayor thanks volunteers, etc.