

Chapter Support Services



Graphics

- Chapter event flyer creation
- Chapter logo creation
- Chapter letterhead/envelopes
- Chapter table signs
- Website tiles/banners



Printing

- Chapter event flyer printing
- Chapter postcard printing (regular and oversized)
- Chapter program materials printing
- Notepads/tablets printing
- Chapter letterhead/envelopes
- Chapter table signs



Email

- Email blasts for chapter events
- Chapter announcements
- Monthly list of current students and recent graduates in chapter area for recruitment
- Maintain current member/nonmember database



Chapter Website Maintenance

- Website design and set-up
- Monthly updates with current promotions and industry news
- Event marketing and registration



Virtual Events

- Event hosting on virtual platform
- Optional practice session with speaker
- Recording of event and replay link and slide deck template
- IT support during the event



Symposium

- Chapter Reception coordination
- Sign and Dine
- Provide speaker information to local chapters for education programs
- Announcements to attendees in chapter areas



Shipping

- ISCEBS/CEBS recognition items
- Coordinate and ship president plaques
- Send flyers/postcards (bulk or first class)
- Society branded binders
- Name tags