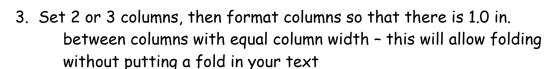
Making a Chapter Brochure in MS Word

- 1. Page set-up: landscape
- 2. Margins 0.5 in.



- 4. Think about how your brochure will fold, and what information you want to include in each section. Possible things to include:
 - Information on the Society in general, including mission or vision statement
 - Information on your chapter, including who can be a member
 - Pictures that tell a story
 - · Society graphics
 - Your programs for the year along with their dates
 - Your projects or activities
 - Opportunities through the Society, including scholarships, stipends, grants
 - Who to contact for more information
 - How prospective members can visit you
 - Anything else you think would be helpful to a prospective member!
- 5. When your brochure is created, decide how you will print it (self-publish or take to a printer like OfficeMax) and if you want it on paper or cardstock.
- 6. Have your members brainstorm different ways to use the brochure.

Have fun creating!

