

Making a Chapter Brochure in MS Word

1. Page set-up: landscape
2. Margins - 0.5 in.
3. Set 2 or 3 columns, then format columns so that there is 1.0 in. between columns with equal column width - this will allow folding without putting a fold in your text
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!