



Society of the Government Meeting Professionals (SGMP) 40th
Anniversary Online Scrapbooking

Rules & Regulations

I. Chapters

Any chapter may submit a scrapbook for NEC in celebration of the 40th Anniversary of SGMP. *The scrapbook should reflect the history of the chapter.* A submission from all chapters is desired to fully represent SGMP overall.

Chapter Scrapbooks will be embedded on the <https://www.sgmp.org/40th> (40th anniversary landing page).

II. FORMAT

- 1) Must be formatted in a booklet design. Recommended free software available: <https://bit.ly/3aoGhFu>. *The free level allows for (3) booklets up to 30 pages each; 1 user, 1 workspace and does allow real time changes to the scrapbook.*
- 2) Must be in chronological order. Please provide a minimum of 1 picture per year.
- 3) All submissions must have dates and descriptions.

II. CONTENT:

- 1) The front cover must have the complete name of the Chapter – be creative!!!
- 2) The title page must include:
 - a) The Charter year
 - b) The Charter members & history if known
- 3) Main Body: (Suggestions) – **all photos/videos should be of a professional nature.**
 - a) Pictures and/or videos of networking & education meetings
 - b) Award Programs & Winners
 - c) Charitable or Community Outreach Events
 - d) Newspaper or Magazine Clippings of the chapter
 - e) Board Retreats
 - f) Other relevant information

II. DEADLINE:

- 1) All books must be submitted to Scrapbook Committee by COB November 15th.