

Priority Features	Done
1 SGMP National logo visible with link to SGMP National website	<input type="checkbox"/>
2 SGMP National website URL address and link displayed	<input type="checkbox"/>
3 Chapter logo visible on home page and can be spelled out	<input type="checkbox"/>
4 Chapter mission statement on website Linked or written out	<input type="checkbox"/>
5 Chapter History information on website Include when chartered, etc.	<input type="checkbox"/>
6 Chapter programs listed as far out as possible Meeting Information Meeting location Directions Reservation contact information Meeting cost - list if there is a meal	<input type="checkbox"/>
7 Chapter board members must be listed Name and position on the board Contact information and email address for each	<input type="checkbox"/>
8 Membership contact information listed	<input type="checkbox"/>
9 Calendar of upcoming chapter events, as far out as possible Either visual or a list of dates	<input type="checkbox"/>

Beneficial Elements	Done
1 All newsletters for the year available on the website Create a file to archive previous newsletters	<input type="checkbox"/>
2 Graphics and site design convey professional and business-related image	<input type="checkbox"/>
3 Calendar for SGMP National meetings and conferences listed	<input type="checkbox"/>

Overall Presentation	Done
1 Format is visually appealing Good layout principles and use of space	<input type="checkbox"/>
2 Easy to navigate within the website	<input type="checkbox"/>