

## Website Requirements and Suggestions

August 2017 Revision

Please use this as a guide to designing your chapter website. If you have any questions, please contact Marcella Columbus, Chapter Website Monitor, [marcella.columbus@gmail.com](mailto:marcella.columbus@gmail.com).

### **Required Information:**

#### *Front Page*

Full Name of Chapter

Name of College/University (if applicable)

City

State

“Sigma Alpha Iota”\*

Name of Province

Date of Last Update

Chapter Contact (full first & last name and email address written out)

Link to College/University (if applicable)

Date of Chapter Installation

Number of Active Members and Member names (do not just list members)

Link to National Website: [www.sai-national.org](http://www.sai-national.org)

\* Only the words “Sigma Alpha Iota” are required, but if the full name of the fraternity is used, it must be correct. Our official title is “Sigma Alpha Iota International Music Fraternity” and does not include “professional” or “for women.”

### **Optional Items (Recommended)**

Calendar of Events including recruitment information

News/Projects

Newsletter

Chapter History

Officers and Committees

Chapter Awards

Musical Programs

Featured Member