

AEA AMERICANISM

BROCHURE CONTEST CRITERIA

1. The **First Page** must have Lodge membership certificate, with number of members
 - As of March 31, of the previous year.
 - Showing membership division:

I = 1-150 Members	IV = 301-450 Members
II = 151-225 Members	V = 451-700 Members
III = 226-300 Members	VI = 701 Members & over
 - Must have Lodge Seal on Letterhead
 - Signed by ER and secretary

2. 2nd Page - Table of Contents – direction and flow
3. 3rd Page - Lodge Officers and Americanism Chair information
4. Number all pages consecutively across all sections
5. What do I put in a Brochure? Remember – The judges may not know your Lodge
 - Photos
 - Newspaper articles
 - Letters
 - Lodge Newsletter articles
 - Proclamations
 - State Newsletter articles
 - Programs from events
 - Elks Magazine pictures/write-ups
 - Thank you letters

6. How do I do it?
 - Organize information – by event is best
 - Set up a filing system
 - It is a year-long function and things get lost
 - Work on brochure each month to keep up
 - Use Tabs or Dividers to separate events

7. Final Touches:
 - Number the pages
 - No Blank pages
 - Summary of year-long Activities
 - Front Cover of the Brochure