



# BGS Virtual Ceremony Checklist

- ✓ Utilize resources like the [BGS logo](#), [Info card](#), [BGS videos](#), and [Your Career on the Edge](#) to promote BGS virtually
  - Consider promoting through your University or College of Business website, social media platforms and emails
  - [Student officers](#) can help your chapter promote in a virtual environment
- ✓ Identify your [eligible students and faculty](#)
- ✓ Tap students virtually
  - Have your dean or the chapter advisor send a congratulatory email letting students know of their eligibility and to expect their official invite in the near future
  - Record your own tapping video or utilize the BGS [Tapping video](#) and share it with eligible invitees via email
    - [Tapping ceremony script](#)
  - Share the [Invitation Booklet](#) with eligible invitees
- ✓ Invite qualifying students and faculty through the CMS
  - [Log](#) into the CMS to create your ceremony and invite eligible students and faculty
    - [CMS user guide and tutorial videos](#)
- ✓ Recognizing new member
  - [Recognition ceremony scripts](#) are available for chapters who wish to host their own virtual ceremony
    - Membership certificate and lapel pins will be mailed to the chapter directly if a chapter **marks yes** to receiving them when creating the ceremony
    - Consider sharing the [New Member Guide](#) via email or other virtual settings
  - Members can participate on one of the [BGS society wide virtual ceremonies](#).