BGS Virtual Ceremony Checklist

- Utilize resources like the BGS logo, Info card, and BGS videos 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
- Send a follow up email to invitees who have not accepted their invitation
  - Email can be sent on behalf of your dean or chapter advisor
- 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. All members have access to a digital version of their certificate and a virtual member badge through their BGS profile on our website
      - Members must accept before the second and final certificate process date for your noted ceremony to have a printed certificate issued to the chapter
    - Consider sharing the New Member Guide via email or other virtual settings
  - Members can participate on one of the BGS society wide virtual ceremonies.