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SOP for Committees**

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1. Instructions To Committees to Launch an Event

- HOST fills out [Event Form](#) on iplac.org
- WEBSITE creates:
 - Event page
 - Calendar Event
 - Event email
 - Registration Form
 - Confirmation email
- Board Liaison provides Zoom link (if applicable) to WEBSITE

NOTE: WEBSITE sends all event e-mails pursuant to dates provided on Event Form. Any deviation from the standard email template should be noted on the Event Form.

2. Instructions To Committees Regarding Technical Issues

- “Hand-off” email to Mary and Rachel, CC person with issue.

3. Instructions To Membership Committee Regarding Renewal Procedures

- 2 weeks out from renewal, MEMBERSHIP provides WEBSITE via e-mail with:
 - Prices for all categories
 - Discount codes and applicable dates
 - All email content
- WEBSITE completes the following:
 - Update renewal landing page with most recent information
 - Update backend with correct prices for each category
 - Add discount code and expiration date for renewal form
 - Draft emails and set auto-send dates

4. Instructions To Newsletter Committee Regarding Newsletter Distribution

- Set a date for distribution, NEWSLETTER sends final content to WEBSITE for distribution and landing page creation.
 - Not content creators
 - Needs to be in final form when it ships
 - Newsletter Committee responsible for proofing
- Schedule of Newsletters and Features
 - [Here](#)