

To the Chapter Histor

Of all the tasks and responsibilities connected with the installation of a new chapter, none is more important than yours is. Whether for the present readers who want to know about new chapters or for the members of your group who will want some personal souvenir of this event, it is most important that a full account of your installation be submitted for the TKE TODAY magazine. The installation story is the permanent historical record.

Material and photographs should be sent promptly to the Editor:

c/o Offices of the Grand Chapter
8645 Founders Road
Indianapolis, Indiana 46268

Generally, an article of 500 to 700 words is necessary, accompanied by a variety of good sharp, color photographs, preferably 8 x 10 inches.

THE ARTICLE MUST CONTAIN:

1. Date and location of the installation.
2. A brief history of the colony, emphasizing the founders, historical dates, housing, and achievements. It should not be a list of trophies won.
3. A list of the charter members and the chapter advisors.
4. Names of the new officers installed.
5. Information on the installation team, listing the names of Teke officials who participated, and of chapters that were represented.
6. General details of the installation banquet, who attended, and brief quotes from principal speakers.
7. Amusing anecdotes or unique twists are always welcome.

PHOTOGRAPHS ARE NEEDED TOO!

The easiest way to handle these is to hire a photographer to attend the installation banquet. He can then take informal shots at the banquet, and take posed shots of dignitaries as well as the group picture after the banquet. Remember that pictures from unusual angles or of unusual things are more likely to be used in the magazine than posed pictures of a group of members looking at the camera.

Each installation story should also include an exterior view of the chapter house, if housing is occupied.