

Checklist for Success

- Pay annual dues - (Due mid-January)**
- Complete directory questionnaire - (Due mid-January)**
- Review Sponsorship and Advertising Menu**
Find the sponsorship menu [here](#).
- Work with IBA to set up a marketing plan for sponsorships and advertising**
Contact [Susan Richards](#) to set up a meeting
- Fill out the Speaker RFP**
Find the Speaker RFP [here](#).
- Received quarterly bank mailing list from IBA**
 - Quarter 1
 - Quarter 2
 - Quarter 3
 - Quarter 4
- Request to join the IBA LinkedIn Group**
Find the IBA LinkedIn Group at this [link](#).
- Submit content for consideration in IBA publications**
Send content to editor@iowabankers.com
- Set up a login to IBA website to gain access to member content**
- Ensure you are signed up to receive IBA publications, Bank Note and Iowa Bankers Exchange**