

**Guidelines for Midwest Publications Bids**  
***Midwest Notes* and *Midwest Homepage***  
**Created March 2003**

I. Sample Publications

A. Sample Hard Copy of *Midwest Notes*

- This must be a sample of a *Midwest Notes* issue that would be sent to National Headquarters and needing chapters.
- A recommended length of the bid sample is four to eight pages, including:
  - Cover Page
  - Table of Contents
  - Sample of at least one article, which may be from an old issue, or fictionally created.
  - Letter from the Editor
  - May contain other elements, as the bidding Chapter deems necessary.

B. Sample District Homepage

- Main Homepage
  - a. The chapters must create the page that would be pointed to by a published URL.
  - b. This page must focus upon both Kappa Kappa Psi and Tau Beta Sigma.
  - c. At a minimum, this page must include the names and crests of the organizations, and links to possible subsidiary pages within the homepage structure.
  - d. Other items, such as images, mottoes, and information can be included at the chapters' discretion.
  - e. The chapter may alternately create a main page that points directly to a second main page that meets the criteria in points b and c.
  - f. Subject material relating to the Rituals or other internal matters are not allowed in the bid.
- Subsidiary Pages
  - g. Subsidiary pages should include lists of links, officers, chapters, or that focus upon Kappa Kappa Psi or Tau Beta Sigma separately are not necessary for the bid.
  - h. Such pages can be included at the chapters' discretion.
  - i. Links from the main page may lead to blank pages if subsidiary pages are not included in the homepage structure.

II. Chapter Homepages

- The chapter(s) bidding for Midwest Publications must have in place, at the time of convention, homepage(s) for each of the chapters at their school. At schools where both organizations exist, it is acceptable, but not required, to have a joint homepage instead of (or in addition to) two separate pages.
- It is left to the discretion of the chapter(s) as to the content of their page(s), design and technological accessibility.

III. Supporting Documentation

- The bidding Chapter(s) will write a cover letter, stating their reasons they wish to host Midwest Publications.
- The letter should include the URL of the Sample Web Site.
- Included in the letter will be a description of how Midwest Publications will be managed and by whom.
- This hard copy letter should not exceed two pages, and should be double-spaced.
- The Sponsor of the Chapter(s) must write a letter, in hard copy, in support of the bid.
- A minimum of fourteen copies must be provided of each of the above, by the Saturday morning of convention. Seven copies will be presented to each of the district presidents at the time.

IV. Short Presentation

- Each bidding school will be required to be available for a question and answer session in the Publications Committee for a maximum of ten minutes.
- The Publications Committee will determine the time, place, and length of the session.

## V. Judging Criterion

- Sample District Page
  - Meets requirements in Section I - B
  - Overall design quality, including backgrounds, image, and arrangement of elements on each page submitted.
  - Ease of use.
- Chapter Homepage(s)
  - Meets requirements in Section II
  - Overall design quality, including backgrounds, images, and arrangement of elements on each page submitted.
  - Ease of use.
  - Accuracy and correctness of information presented.
- Supporting Documents
  - Meets requirements in Section III

## VI. Bid Selection

- The Publications Committee will select one bid for the slate, to be accepted by the joint delegation at the final joint session.
- Other bids may be nominated during the final joint session after the slate is presented.
- A majority of all official delegates will be required for the final selection of a bid.