

SERVICES CHECKLIST

Administration & Operations

This checklist is meant to be a tool in determining and keeping track of the services you find of most interest and value. We can dive into the details of each as requested.

All IMM engagements include our signature personal service and dedication to detailed logistics and management, to ensure a solid foundation and seamless execution. This list shows some of the general services offered by IMM. With all of these options we can mix and match, and scale up or down, to custom-fit our services to your needs.

- | | |
|--|---|
| <input type="checkbox"/> Association and Non-profit Management | <input type="checkbox"/> Collaboration and Ideation |
| <input type="checkbox"/> Executive Board and Leadership Meetings | <input type="checkbox"/> Consultation and Feedback |
| <input type="checkbox"/> Membership Management | <input type="checkbox"/> Recommendations and Advice for |
| <input type="checkbox"/> Committee Management | <input type="checkbox"/> Existing Plans |
| <input type="checkbox"/> Board and Committee Meetings | <input type="checkbox"/> Meeting Goals and Objectives |
| <input type="checkbox"/> Strategic Retreats | <input type="checkbox"/> Engagement |
| <input type="checkbox"/> Scientific and Educational Program Planning | <input type="checkbox"/> Educational Materials |
| <input type="checkbox"/> Continuing Education Credit Designation | <input type="checkbox"/> Online Content |
| <input type="checkbox"/> Timeline Development | <input type="checkbox"/> Gifts and Incentives |
| <input type="checkbox"/> Budget and Fee Guidance | <input type="checkbox"/> Website Management |
| <input type="checkbox"/> Reporting | <input type="checkbox"/> App Management |
| <input type="checkbox"/> Special Program Development | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Event Development | <input type="checkbox"/> Drafting and Sending |
| <input type="checkbox"/> Event Management | <input type="checkbox"/> Bulk and Targeted |
| <input type="checkbox"/> Program Curation and Scheduling | <input type="checkbox"/> Marketing and Promotion |
| | <input type="checkbox"/> Print Design and Facilitation |
| | <input type="checkbox"/> Social Media |

Other Areas of Interest and Questions:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
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