

# 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](mailto: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 The Iowa Banker**