GWACC Email marketing request Form

Today’s Date: [Select Date] Requesting Email Blast Date\*\*: [Select Date]

|  |  |  |  |
| --- | --- | --- | --- |
| Member Company Name |  | Request by (your name) |  |
| Email Subject Line |  | Phone Number |  |
| Email Address |  | Company Website URL |  |

***\*\*We require two weeks from the date you submit usable text and images to format and schedule your email blast. Please take this into consideration when determining your requested date.\*\****

***We will send you a draft of your email. We will not release eblasts without your approval.***

# Purpose of YOUR email

Briefly describe what you are hoping to accomplish with this email blast.

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| --- |
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# Checklist

|  |  |
| --- | --- |
|  | Your email copy was submitted in a Word doc or in an email. |
|  | Your copy is concise and contains a call to action (links, contact information, etc). |
|  | All images are less than 2 megabytes. |
|  | Your logo and other images are in JPG or PNG format file (**no PDFs**), separate from your text. |
|  | You have indicated the social media links in your email or Word document (Facebook, Twitter, Instagram, etc). You provide the links; we will handle the social media images. |

Note: It is not necessary, but in some cases if you have a lot of information to convey (such as a form or directions), you may want to attach a separate Word or PDF file containing detailed information (this is the only time we accept a PDF). We will hyperlink the file to the text within the email to keep your top level information short and concise.

## Have questions about how to make your email the best it can be?

## Check out our Email Marketing Best Practices guide!