PTA Email Blast Standards
Check List

When requesting an email blast, please remember the following:

☑ Send requests to Pvptavpcommunication@gmail.com

☑ In the email subject line please write – "Email blast request".

☑ Send the request with at least a one-week notice.

☑ Blasts should go out approx. 2 weeks before the event and then possibly a week before then perhaps a day before. It depends on the event.

☑ Include the date the email needs to be sent out.

☑ Send a written summary complete with all the details. This can be in the body of the e-mail or attached in a word document.

☑ PDF files will work, (although not preferred).

☑ Clipart and photos don't transfer.

☑ Photos can be used if saved in a jpeg. format.

Below is a list of information or items that should be included in the written summary:

- Contact name, phone, and email address
- Important dates, times, and locations
- Deadline dates – if necessary
- Fun details