



## **Email Campaign Submission Form**

In an effort to make us all efficient, please use this form as a checklist for when you need a message sent to the membership via the chapter's Mailchimp Account.

Send all information to [info@icfohiovalley.org](mailto:info@icfohiovalley.org)

### **For events:**

Subject Line/Event Title

Distribution Date

Sent to: Members and/or Prospects

Event Date

Event location (online, ICF HQ, restaurant, etc)

Event Start Time

Event End Time

Member Fee

Non-Member Fee

Description of event

### **Event Speaker Email Address**

Event Speaker Bio

Speaker's website

Speaker's photo

Anything else pertinent to the event I should know about?

When sending information to me about a class, please keep in mind this distribution schedule:

1<sup>st</sup> message sent 3 weeks prior to class/event

Reminder message sent 10 days before class/event

Final reminder message sent Monday of the week of the class/event

### **For other messages:**

Subject Line

Distribution Date

Sent to: Members and/or Prospects

Message

Logos/Images to be included

Anything else pertinent to the message I should know about?

Please give me 24-48 hours to create a draft of your message so you can approve it before I schedule it to be distributed. So that means sending me the information approximately 7 days before you want it distributed so there is enough time for drafting and editing.