# ASDAR Branded Email Request Form

**Instructions:** Place an **X** in all applicable boxes and provide information as requested. Once complete please email to Tammy Roberts @ tammyroberts051918@gmail.com . She will complete the message, forward it to the State Regent for approval, and then it will be disseminated.

**Template (001 & 002 may be combined)**

☐ 001 ASDAR Photo Template (Photo inserted left side of message)
☐ 002 ASDAR Arkansas State House Template (AR State House displayed top of message)
☐ 003 ASDAR Simple Template (DAR Logo left side of message)

**Modify the template with:**

☐ Photo (please attach to email request)
☐ Page heading (ex. From the Desk of…): _____
_____
☐ Add link(s) for attachment(s): _____
_____
_____

**Choose one or more recipient list:**

☐ Board of Management
☐ Chapter Regents
☐ Chapter Treasurers
☐ Club Presidents
☐ District Directors
☐ Honorary State Regents
☐ State National Committee Chairs
☐ State Officers
☐ State Standing Committee Chairs
☐ Other – Define new segment: _____
_____

**Fill in the following:**

1. Subject: _____
2. From Name: _____
3. From Email Address: _____
4. Reply-to Email Address: _____
5. Another Reply-to Email Address (if needed): _____
6. Date/Time to send this email: _____
7. Resend email to those who have not opened after how many days? _____
8. Email address for person to receive email report: _____
9. Body of Message (Attach in format to permit copy & paste or provide below):

_____
_____
_____
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