

ASDAR Branded Email Request Form

Instructions: Click all applicable boxes and provide information as requested. Once complete please email to the Vice Chair of Messaging, Tammy Roberts @ asdar.messaging@arkansas-dar.org and she will then complete the message, forward to the State Regent for approval, and disseminate as requested.

Template (001 may be combined with 002 or 003)

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

Modify the template with:

- Photo (please attach to email request)
- Add to message: Please forward this email to your chapter members
- Page heading (ex. From the Desk of...): _____

Add link(s) for attachment(s): _____

Choose one or more recipient list:

- | | |
|--|--|
| <input type="checkbox"/> Board of Management | <input type="checkbox"/> Honorary State Regents |
| <input type="checkbox"/> Chapter Regents | <input type="checkbox"/> State National Committee Chairs |
| <input type="checkbox"/> Chapter Treasurers | <input type="checkbox"/> State Officers |
| <input type="checkbox"/> Club Presidents | <input type="checkbox"/> State Standing Committee Chairs |
| <input type="checkbox"/> District Directors | <input type="checkbox"/> 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):