E-newsletters

Lead time given

- We will notify you that we are going to begin working on your e-newsletter 4 weeks before anticipated send date.
- While we have target send dates for all e-newsletters, the dates and frequency are subject to change.

	4 weeks prior to send date	3 weeks prior to send date	2 weeks prior to send date	1 week prior to send date
Your team	• Start thinking about items you might want highlighted in the e-newsletter (examples: open grant or program RFPs, helpful resources, upcoming events, new staff to announce, grant or program awards, stories from our blog. What do you want mentioned in the intro?	• Send us your ideas	• Team will review the draft	
Communications	• We will send your team an email letting you know that the e-newsletter is coming up. We will work with you to determine a target send date and ask the team to start brainstorming items they may want to include. We will also have ideas.	• Send team an email with ideas and ask for feedback and additional ideas. Allow 3 to 5 days for back-and-forth.	• Add content and images to Constant Contact • Send to team for review (allow about 3 days) • Ask Tom or Connie to pull updated lists.	• Send a test to staff for review. (Give staff 24 to 48 hours depending on day of week). • Make edits from staff review. • Send to lists, staff and board on or near target send date.