

WEEKLY EMAIL BLAST

1. Usually sent on Sunday evenings
2. The chairs provide content for reminders, volunteers needed etc. for the upcoming events (as and when the events start) - by Thursday
3. Draft and test the email using the content above - by Sunday
4. While we should have all the content by Thursday, sometimes some important reminders need to be sent, so check to see if any other requests came in, and incorporate into the email draft
5. Schedule the email to go out on Sunday evening - by Sunday