

## Pikes Peak Pickleball Association E-mail BLAST Submission Policy

Weekly email blast submissions should be filtered through (or come from) the respective board member. For example, tournament related submissions come through the Tournament Coordination Director.

If a non-board member submits a blast request, it should go to the relevant director on the board.

See the [Who's Who within PPPA](#) page for current board members and their responsibilities.

**Note: Only the final "board-reviewed" version of the blast item should be submitted to the Communications Committee (CC).** The entire board should be copied when the final version is sent to the CC. All items submitted to the CC that have been copied to the board will be assumed to be approved to go out for the requested blast date.

### EMAIL SUBMISSION FORMAT

The PPPA board will discuss (if necessary) the current submission. Once finalized, the submission will be emailed to the Communications Committee (currently [jennisonb@gmail.com](mailto:jennisonb@gmail.com)) using the following format:

#### Email Subject

- Subject line contains wording of: **Blast Item for [date]** where [date] is the date that the blast needs to go out. This will usually be a Sunday for the weekly blast.
- For multiple weekly submissions for the same Topic, include each date in the subject line.

#### Email Body

- The first line in the body of the email should state the Topic Title. (i.e, MVP Court Update).
- The exact text for the blast item should be provided. The Communications team will not be responsible for proof-reading the blast item.
- If an image or document needs to be linked to, include the attachment in the blast submission email. The preferred format for documents is PDF

### WHEN TO SUBMIT

- Proposed Blast item submissions are to be forwarded to the entire board by the end of the day on the Friday prior to the requested Blast date. If needed, the board resolves any issue with the proposed submission; otherwise, no individual board member "approvals" are required.
- Board-reviewed Blast item submissions are to arrive to the Communications Committee by end of the day on the Saturday prior to the requested Blast date.
- Blast item submissions that need to go out mid-week should be arranged with the board and Communications Committee on a case-by-case basis.

Adopted by the Board            \_\_\_09/22/2018\_\_\_ (date)

Signed by the President        \_\_\_//Joe Johnson//\_\_\_