

SAMPLE PPPA BLAST SUBMISSION

(In accordance with PPPA Policy #7)

1.) In the subject of the e-mail going to your respective PPPA Board Member or Committee Chairperson, state the following for the intended release date of the Blast:

Subject: Blast Item for September 24

2.) In the first line in the body of the e-mail, state the topic title in the following format:

Topic Title: Last day of the Season for Free Lessons and Guided Play

3.) The body of the e-mail should contain the exact spell-checked text of the Blast:

Dear PPPA Members,

The last day of our PB season for Free Lessons at Wasson High School is Saturday, September 30th at 11:00 am; and the last day for Guided Play at MVP is Sunday October 1st at 2:00 pm. Your Education & Training Activities Committee will send out a Blast in the spring announcing the new schedule for our 2018 program for our Members which will begin in the May timeframe. It will also be posted on the PPPA website. And a big shout-out to all our great volunteer instructors who made this another outstanding year for PPPA Education & Training.

Cheers, Your PPPA E&TA Team

4.) Any image or document linked to the Blast input needs to be provided with the submission (JPEG for images, PDF for docs):



Your Blast submission must be forwarded through your Committee Lead to your respective functional PPPA Board Member. That Board member responsible for your submission (in this example case, the Director of Education & Training Activities) will approve the request and then send to the rest of the Board and the PPPA Communications Committee for publication. Proposed Sunday Blast submissions must be received by the Communications Committee no later than the Friday prior to the Blast date.