Affiliate Development Email Content Submission

Complete this form with the specifics of your e-mail content. Once form is complete, click on "SUBMIT FORM" to automatically attach this PDF to an e-mail. Attach your header graphic and additional graphic to the e-mail and send to <u>AffiliateRelations@asrt.org</u>. Allow up to 30 days for processing. If you need further assistance, contact <u>AffiliateRelations@asrt.org</u>.

 $\hfill\square$ Please share our affiliate's annual conference information via ASRT social media.

Friendly From

The name of your affiliate society.

Reply to E-Mail Address:

Where you would like the responses sent.

Requested Date & Time of Send

Targeted date and time you would like your e-mail sent. Also select your time zone.

Affiliate Logo Graphic

Must be 560 x 100 pixels.

Image File: Send your header graphic as a separate attachment along with this form.

Header Graphic

Image File: Send your additional graphic as a separate attachment along with this form.

Must be 250 x 165 pixels. This graphic supports your e-mail content / message.

Subject Line

Short and sweet, avoid spammy language. Visit <u>http://kb.mailchimp.com/article/best-practices-in-</u> <u>writing-email-subject-lines</u> for help.

Teaser Line

Text displayed below the subject line in the email preview area. Short and sweet, avoid spammy language.

Header Title Max character count: 27

Content / Message

Max word count: 100 Keep the copy short and to the point.

Additional Information / Bulleted List

Max word count: 50 Keep the copy short and to the point.

Contact Information

phone, mailing address, e-mail, website, etc.

All content is subject to the ASRT editing process. Social media posts are limited to annual conference announcements and shall not be subject to affiliate review. All content will be put into a standardized template that cannot be altered.

SUBMIT FORM

A proud affiliate of the **asit**