

External Audience E-Mail Request Form

Please complete this form and email it to calsadvancement@vt.edu 30 days prior to your requested send date.

What are the goals and desired outcomes of this email?

(i.e. Alumni engagement via departmental newsletter, seeking alumni speakers for classes, etc.)

What are your preferred send dates?

(Please provide a range of dates at least 3 weeks out from form submission)

Who do you want to receive your email (audience)?

(Please provide majors, degrees, selected class years, geographic locations, etc.)

Which email template would you like to use?

Hero Template – header photo (you must provide photo) and text

Stationary Template – text only

Please provide the content (text) for your email message. If content doesn't fit below, please attach as word document.

(Please provide necessary affiliate links. Newsletters must be housed on your own website – we can't attach documents).

What is your suggested subject line for this email?

Who needs to see a proof of this email?

(Please provide name and email address)