



eBlast Specifications and Deadlines

The **eBlast** is one tool used to communicate with Region 13 members.

REGION 13's eBlast – What / Why / How / When

- The **eBlast** is emailed to Region 13 members by R13 Communications, as needed, to provide *urgent* and *timely* communications, including convention information.
- Our RMT (Regional Management Team) will receive an email two (2) weeks before the next eBlast deadline, reminding them to submit their information and photos promptly before the deadline.
- **Only one reminder per issue will be sent.**
- The eBlast is the best way to connect with R13 members and share fliers promoting R13 chorus shows, fundraisers, etc. Photos may also be used.

DETAILS/GUIDELINES for submitting eBlast articles:

- Articles may be submitted as an MS Word document (preferred) or in the body of an email.
- Articles are submitted to eblast.editor@gmail.com on /before/no later than the stated deadline.
- Submitting articles after the deadline **will** exclude them from being featured.
- Photos should be **attached** to your email as separate jpeg/jpg/png/pdf files. The editors reserve the right to crop/reduce the final size of your photo(s) to fit the publication. Captions are not necessary.
- Due to space restrictions, if you submit multiple photos, it is unlikely we will use them all.

eBlast 2022 DEADLINES

Editions	Email Reminder <i>(Sent 2 weeks prior to deadline)</i>	Deadline	ePublication Date
March	February 22	Mar 8	Mar 15
April	March 25	Apr 8	Apr 15
May	April 24	May 8	May 15
August	July 25	Aug 8	Aug 15
September	August 25	Sep 8	Sep 15
October	September 24	Oct 8	Oct 15
November	October 25	Nov 8	Nov 15
December	November 24	Dec 8	Dec 15

Please feel free to direct any questions to eblast.editor@gmail.com

Fruitful writing,

Carol Drew, eBlast co-Editor
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