

Spotswood Public Schools

105 Summerhill Road • Spotswood NJ 08884
Phone: 732-723-2200 • Fax: 732-251-7666

Email Blast Request Form

Contact Person/Title: _____
Daytime Phone: _____

EMAIL BLAST:

Recipient Groups (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> All Parents | <input type="checkbox"/> All Staff | <input type="checkbox"/> High School Parents |
| <input type="checkbox"/> Memorial Parents | <input type="checkbox"/> Appleby Parents | <input type="checkbox"/> Schoenly Parents |

Title (appears in the subject line of the email): _____

Date of the event: _____

Time of the event: _____

Location of the event: _____

Complete Message of the Email Blast:

Please make sure your information answers the questions who, what, where, when and why and contains contact information.

Signature of Person Filling Out the Form

If additional space is required, please attach appropriate page(s). Any electronic attachments must be in PDF format.

Submit to: Superintendent's Office
105 Summerhill Road
Spotswood NJ 08884

Fax: 732-251-7666

Approved by:

Tony Vaz/Date