

# *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:

\_\_\_\_\_  
Graham Peabody/Date