**Newsletter Request**

The MAPE newsletter is a great way to get information out to the full MAPE membership. Below are some questions that will help guide us toward a better understanding of what you are hoping to achieve and how we can help you get there.

Please email this completed worksheet or copy and paste the information into an email with the Subject Line: NEWSLETTER REQUEST to Leah Solo, Public Affairs and Communications Director, [lsolo@mape.org](mailto:lsolo@mape.org). Questions? Email Leah or text her at 507-351-0961. Thank you!

**Person Requesting the Project and contact info:**

**Committee/Campaign it supports:**

**Goal of the Newsletter Piece:**

* Invite people to an event
* Ask Members to take action
* Educate Members
* Other (please describe)

**Brief description.**

**Who is(are) the audience(s)?**

**What do you want your audience(s) to do? What action do you hope they take?**

**Who has final approval privileges?**

**Is this a request that needs to be in the newsletter at a certain time?** (our newsletter is published every other week and submissions must be received by Monday of the week of publication.)

Next Steps(comms staff will complete):

Communications/Public Affairs Staff assigned:

Operations Role? (portal, list, conference room, food)

BAs Role? (Anyone need to be looped in?)

Managers Notified?