

# Parish/School E-mail

## Audience & Distribution

- Can be sent to all available or select emails in parish or school database.
- Currently have 500 emails in parish database and most school families in school database

## Timing

Deadline for submission: 2 days prior to when you would like the e-mail to be sent.

## Content Guidelines

- Relatively short amount of text (2-3 paragraphs) with links to further information online if more detail is needed
- Information organized in bullet points if possible
- Attachments (pdf is best) can be included

## Best Uses

- Detailed information that is too lengthy to fit well in other communication vehicles
- Information that requests an online response – online surveys, email return, etc.
- Reminders of important upcoming events

## How to Send

Angie Mackell ([amackell@littleflowerparish.org](mailto:amackell@littleflowerparish.org)), 357-8352, ext 102 for parish email

Lori Falk ([Lfalk@littleflowerparish.org](mailto:Lfalk@littleflowerparish.org)) or Kevin Gawrys ([Kgawrys@littleflowerparish.org](mailto:Kgawrys@littleflowerparish.org)) for school e-mail.