

|| CSAC ANNOUNCEMENT REQUEST

Please only enter one request per page. Submit the completed form to

Roberto.coto@state.or.us

- Keep announcements brief for effective messaging. Provided material will not be edited distributed as is.
- Email distributions done on the weekly basis, typically on Wednesdays. Please plan accordingly if there is a deadline.

Announcement Title:	
From:	[add name, title, and organization]
Distribute To:	[CSAC Membership and/or partners]
Date Requested:	
Contact Information:	
Upload to CSAC Web:	[Yes/No]
Deadline:	[e.g. deadline for a survey/ RSVP/ poll; CSAC Members to respond by]

ANNOUNCEMENT BODY WORDING:

[add brief announcement. Please make sure that all hyperlinks are linked correctly]