

## SO YOU WANT YOUR INFO IN THE BEAUMONT BLAST...

### Here's how you do it!

1. The deadline for submission is **Thursday at 9 p.m.** prior to the next Sunday's Blast. (The Blast is sent every Sunday at 5 p.m.)
2. Send an email with your information to the Blast editor, Jane Martin, at [jcmartinblast@gmail.com](mailto:jcmartinblast@gmail.com).
3. Please include **what** your activity is, **when** it will occur, **where** it will occur and **why** it is occurring (what organization does it benefit?) in your blurb. Be sure to **highlight** any **action** that people need to take, such as filling out a form, meeting a deadline that needs to be met, or giving a donations. Also include contact information.
4. If you have a form to include, please attach it to your email as a .pdf file.
5. If there's too much information for a couple of sentences, consider putting together an old-fashioned, flyer-type word document and sending that as an attachment to the Blast editor. The editor will put a short blurb in the Blast with a link to this eye-catching flyer that has all your crucial info in it!
6. If you miss a Blast deadline, **don't panic!** There are a couple of options. First, you can wait until the following week, usually not a problem. Second, you can ask that your info be put on the HSA Web site immediately. The Blast editor will be happy to do this for you.
7. The Blast editor will not be offended if you, having sent in your information bright and early in the week, send a gentle email reminder/confirmation about your Blast item on Thursday before the deadline.
8. The Blast editor is also the HSA Web master. Most Blast items will automatically be posted on the Beaumont Web site, but feel free to specify this in your email.
9. If your information is not strictly Beaumont related, you can send it in to the Blast editor anyway, who will consider it for inclusion in Community Corner on the Beaumont HSA Web Site (Quick Links).

**Questions? Email Jane Martin at [jcmartinblast@gmail.com](mailto:jcmartinblast@gmail.com).**