

# UCB Mass Email Info Sheet

See Mass Email Guidelines [link]

Please submit to [consult@berkeley.edu](mailto:consult@berkeley.edu).

## I. General Information

<b>Program:</b>	
<b>Sponsoring Unit:</b>	
<b>Target Population/ Target Population Size:</b>	
<b>Date(s) of Mass emailing:</b>	
<b>Sponsor Web Page with Program info:</b>	

## II. Sender Contact(s)

Organization	Name/Role	Email	Phone

## III. Message Information

<b>“From” Email Address:</b>	
<b>Reply-To Address:</b>	
<b>Message will be sent via:</b> <i>(e.g., CalMessages, ConstantContact, MailChimp, Convio, departmental or individual account)</i>	
<b>Recipient-specific information included in the message?</b> <i>(e.g., recipient name, respondent specific code)</i>	

UCB Mass Emailing Information Sheet  
(For UC-internal Use Only)

<b>What information or action is requested of recipient?</b>	
<b>Attachment filename and description:</b> (Attachments are not recommended -- see guidelines. )	

<b>Message Text:</b>	
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