

LO E-blast submission checklist

When submitting an eblast request via rob@landscapeontario.com or using the [online Google Form](#), please ensure you have the following information ready:

- ☐ Eblast name (for reference)
- ☐ Preferred Subject Line (is possible)
- ☐ Date to be sent (plus alternate date if possible)
- ☐ Who the email should come from (name / email)
- ☐ All text to appear in the email
- ☐ All images and logos to be included
- ☐ Contact Lists the email should be targeted to
- ☐ Whether you also require a webpage to be created
- ☐ Alternate contact person (name / phone / email)

To submit online, please use the Google Form available via:
<https://horttrades.com/lo-eblast-request-form>