



## SFMS PTA E-Blast Instructions for Submission

Our E-Blasts are sent on Mondays each week. The deadline to submit an item to be included is **Friday before 12pm**.

Please email [sfms.eblast@gmail.com](mailto:sfms.eblast@gmail.com) and include the following:

- Headline or Subject
- Text, including date, location, time (as needed)
- Contact Information
- Picture, logo, PDF and/or link to the information