

# Email Marketing Request Form

Try  smartsheet for free

REQUESTOR'S NAME  
& DEPARTMENT

CONTACT  
INFORMATION

EMAIL CAMPAIGN  
TITLE

CAMPAIGN  
OBJECTIVES

TARGET AUDIENCE

EMAIL CONTENT  
OVERVIEW

CALL TO ACTION

EMAIL FORMAT

CONTENT  
REQUIREMENTS

CREATIVE ASSETS  
NEEDED

SENDING DATE AND  
TIME

PREFERRED EMAIL  
PLATFORM

SUBJECT LINE  
SUGGESTIONS

PREHEADER TEXT

APPROVAL  
PROCESS

ADDITIONAL NOTES

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.