

CM003.1 Requesting Newsletter Creation

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Selected Procedure, Guideline, or Protocol

Step 1

Complete a [Newsletter Request Form](#):

- Name of newsletter
- Purpose of newsletter
- Type of newsletter (electronic or print)
- Publication schedule of newsletter
- Primary contact for newsletter
- Secondary contact for newsletter

Step 2

A member of the marketing and communications team will schedule a call to review the request for