

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.