

## Segment Email Schedule

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	<b>ABO/ FARS/ SET</b> Material Due by 12 Noon ET  No Emails Sent	<b>AAH/ APLG/ Mid-Atlantic</b> Material Due by 12 Noon ET  <b>AAA Multi Topic</b>  No Emails Sent	<b>DIV/ GIWB/ WE</b> Material Due by 12 Noon ET  <b>ABO/ FARS/ SET</b> Send email	<b>IAS/ SW/ TLC</b> Material Due by 12 Noon ET  <b>AAH/ APLG/ MidAtlantic</b> Send email	<b>PI/ SE/ TYC</b> Material Due by 12 Noon ET  <b>DIV/ GIWB/ WE</b> Send email
2	<b>IAS/ SW/ TLC</b> Material Due by 12 Noon ET  Send email	<b>FAS/ MW/ OH</b> Material Due by 12 Noon ET  <b>PI/ SE/ TYC</b> Send Email	<b>ATA/ AUD/ NE</b> Material Due by 12 Noon ET  <b>IAS/ GNP/ MAS</b> Send email	No Material Due  <b>FAS/ MW/ OH</b> Send email	No Material Due  <b>ATA/ AUD/ NE</b> Send email
3	<b>ABO/ FARS/ SET</b> Material Due by 12 Noon ET  No Emails Sent	<b>AAH/ APLG/ MidAtlantic</b> Material Due by 12 Noon ET  <b>AAA Multi topic</b>  No Emails Sent	<b>DIV/ GIWB/ WE</b> Material Due by 12 Noon ET  <b>ABO/ FARS/ SET</b> Send email	<b>IAS/ SW/ TLC</b> Material Due by 12 Noon ET  <b>AAH/ APLG/ MidAtlantic</b> Send email	<b>PI/ SE/ TYC</b> Material Due by 12 Noon ET  <b>DIV/ GIWB/ WE</b> Send email
4	<b>IAS/ SW/ TLC</b> Material Due by 12 Noon ET  Send email	<b>FAS/ MW/ OH</b> Material Due by 12 Noon ET  <b>PI/ SE/ TYC</b> Send email	<b>ATA/ AUD/ NE</b> Material Due by 12 Noon ET  <b>IAS/ GNP/ MAS</b> Send email	No Materials Due  <b>FAS/ MW/ OH</b> Send email	No Materials Due  <b>ATA/ AUD/ NE</b> Send email

### Segment Email Guidelines:

- Email content must be sent to Shauna by **noon (Eastern Time)** on the Segment's designated materials due date.
  - If a Segment does not have an email in that particular week, no email can be sent until the next email cycle.
    - e.g.: If a Segment does not have any email content to be sent in week 1, the next weekly cycle would be week 3. Content may be sent in earlier, however, the email will be sent at its designated week and day.
    - The first full week in each month is considered Week 1. Also, if there is a 5<sup>th</sup> week in a month, no emails will be sent that week. For example, October 2018 has 5 weeks and no emails will be sent the last week of October 2018.
- All email content **must** be approved by the Segment President/Chair prior to being sent to Shauna Bigelow for scheduling. Lack of approval will delay the sending of the email.
  - When emailing Shauna with content, the Segment President/Chair **must** be copied on the email request.
- If a Segment wants its email to be shared with other Segment members, the President/Chair **must** obtain permission from the other Segment(s), prior to notifying Shauna. Shauna must be sent a copy of the Segment's(s') approval for the email to be sent to its Segment members.
- Single topic emails will have additional Segment specific content added before being sent so that all emails are multi-topic. The main topic requested will be listed first, and then Shauna will add any additional Segment news related to Membership, Meetings (save the dates, submissions, registration, hotel info, etc.), Journals, Newsletters, etc.
- If the due date/email send date falls on a holiday or at a time when the AAA office is closed, it will be moved to the next business day the office is open.