



El Paso County Bar Association
Kristi Dorr Gilkes, Executive Director
executivedirector@elpasocountybar.org

(719) 473 – 9700 Ext. 3

Instructions and Submission Form for E-Blasts

Please email this form, together with any attachments or images, to Kristi Dorr Gilkes at the above email address.

E-Blast Specifications

Word Count: 125 words is an estimated maximum. Less is more.

Attachments: Readers can download attachments! Formats: Microsoft Word or Adobe PDF.

Pictures: Include at least one image (photo or logo) to go with your ad. You can submit 1-5 images for your blast. If you do not have a photo, we will insert a stock photo to go with your content (if we can find one that is suitable for your content).

Hyperlinks: Any content in your ad can be hyperlinked to an email or website. We can also insert a button that hyperlinks.

Pre-Designed Ads Not Recommended: Where an entire ad has already been designed, we are not able to hyperlink individual content within the ad. Thus, if the ad contains an email or website address, it will be a dead link. We can include a button below the ad (email/website) or hyperlink the entire ad (web address only). If you choose to submit a pre-designed ad, we only accept JPEGs and the ad content CANNOT contain an email address.

Text for the e-blast. Text needing a hyperlink should be put in [brackets] followed by (hyperlink) in parentheses.

If you would like a hyperlinked button (e.g. "Email Us!" or "RSVP Here") provide that information here:

Button Text

Hyperlink (website or email address)

Enter ideal send date. Blasts generally scheduled for 2-5 days from date received. Chosen date not guaranteed.

Please write any other instructions or guidelines or include instructions in your email to us with this form.