



AS Departmental Request Form

(Solicitation/Communication Example)

Event/Communication Name	Holiday Card
Responsible Department	Donor Relations
Lead	Gamma
Co-Lead	Hotel
Deciding VP	Juliet

AS intake staff	Delta
AS intake date	9/15/2017
Ticket Number	18-210

Event/Solicitation ID	CDR1806
default fund	no default
Appeal ID	DR1806
named solicitors	no defaults

event description	Holiday Card Mailing - Not an actual solicitation
event date	n/a
Invitation/Communication	
drop date	12/10/2017
Communication type	snail mail & eblast
Add/Sal	Formal Joint

Segmentation:

Constituencies	Any that apply (see note)
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Solicitation Codes

to exclude	DNC
to include	if mail else email

Item Price	n/a
Item Description	n/a
item benefit (Y/N)	N

special instructions (ie. To mailing house, etc):
 any constituent with an assigned PRM segmented to the Hand-signed group (snail mail only)