

# Mass/Bulk Mail Planning

Depending on the job, the minimum lead time needed to complete a mailing is at least 10 to 15 business days.

EMO Program Name \_\_\_\_\_ Contact \_\_\_\_\_

Type of mailing \_\_\_\_\_

## Due Dates

Mailing needs to reach recipients by \_\_\_\_\_

Mail by \_\_\_\_\_

Deliver to Mail House by (if applicable) \_\_\_\_\_

Mailing list complete by \_\_\_\_\_

Duplication/printed complete by \_\_\_\_\_

Materials designed by (if applicable) \_\_\_\_\_

## Budget

Supplies (i.e., envelopes, paper—if needed) \$ \_\_\_\_\_

Duplication (in-house duplication or professional) \$ \_\_\_\_\_

Mail House (if applicable) \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

## Pieces for the Mailing

Mailing envelope

Return envelope

Letter

Donation card

Invitation

Response card

Flyer

Newsletter

Brochure

Other \_\_\_\_\_

## Design

Of the pieces listed above, what will need to be designed?

\_\_\_\_\_  
(Please fill out separate Job Requests for each item.)

## Supply Order

What supplies need to be ordered? \_\_\_\_\_

\_\_\_\_\_  
(Coordinate with Krystal and allow a few business days for supplies to arrive.)

## Duplication

How will these pieces be duplicated?       In-house       Outsourced to print shop  
(Please fill out separate Job Requests and allow approximately one week to complete.)

## Mailing list

*Jeannie will run a mailing list from Raiser's Edge.*

Criteria for list (i.e., Portland metro area congregations):

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Format:    Printed mailing labels    Computer file; send to \_\_\_\_\_

## Processing

Who will fold, stuff, sort, deliver, etc.?

- Mail house. Name of Mail House \_\_\_\_\_ Who will set up? \_\_\_\_\_
- In house (only if under 200 pieces). Who will process? \_\_\_\_\_

## Postage

- First Class
- Bulk Mail (minimum amount is 200 pieces)

*If using Bulk Mail, check with Michelle to make sure there is enough money in the Bulk Mail account to cover the mailing. If not, a deposit will need to be made.*