



Beaumont Elementary School

Home & School Association



BEAUMONT BLAST SUBMISSION GUIDELINES

1. The deadline for submission is **Thursday at 6pm** prior to the next Sunday's Blast, which is emailed at 5:00pm.
2. Send an email with your information to the Beaumont HSA VP of Communications and Blast Editor, Valerie Cheng (Tsang), at besblast@gmail.com.
3. Please include:
WHAT your activity is
WHEN it will occur
WHERE it will take place
WHY it is important (e.g., what organization does it benefit?).

Be sure to highlight any action that people need to take, such as meeting a deadline, volunteering or making a donation. Also include contact information and links.

4. If you have a form or flyer to include, please attach it in your email as a PDF.
5. If your information is not strictly Beaumont related, please email it to the Blast editor, who will consider it for inclusion in the Community Corner section of the Beaumont HSA Website.

Questions?

Please email Beaumont HSA VP of Communications and Blast Editor, Valerie Cheng (Tsang), at besblast@gmail.com.