

**ACA Marketing Communications**

**Postcard Design Request**

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| **Volunteer Making Request**  **Name & Email:** |  |
| **Supporting Staff Member:** |  |
| **Event or Reason for Mailing:** |  |
| **Mailing Lists:** |  |
| **Desired Send Date:** |  |
| **Budget & Account Numbers:** |  |
| **Postcard Size:** |  |

**Front of Postcard:**

(Image & Wording & URLs – No Need to Format – But Give a Brief Explanation)

**Back of Postcard:**

(Image & Wording & URLs – No Need to Format – But Give a Brief Explanation)