

Survey slot and paid-for emails

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An email slot for a survey is available most weeks. There are multiple dates on a couple of weeks, where there is flexibility on which day the email can go but please note **we don't want to have more than one of these type of emails going out that week** as we need to be mindful of the quantity of emails we're sending - not only from the BDA, but also group and branches.

Please factor in 1 chaser email when booking in and identify this in the notes column - this will take a slot. Paid-for surveys, paid-for emails and the membership survey will take precedent. Please don't agree to surveys from groups etc. until you've spoken with Comms. The only exception to more than one going out on the same week will be if there is no cross over in who it is going out too. If you require assistance with setting up the email please send your draft copy and link and any specific requirements at least a week in advance of it going out to Kate. Thank you!

**Booked for
and by:**

Example - 7
Jan -
Membership
survey email
3. Booked by
Emma B

**Booked for
and by:**

January

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	
24	25	26	27	28		

March

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

			1	2	3	4
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

1	2	3	4	5	6	7
8	9	10	11	12	13	14

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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No surveys to
be booked

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