**MPA PNAPP Communication Plan – Draft**

USPs, in good order – see brochure “Why MPA” and inq email

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Email #1: Immediate response to inquiry

(Possible header: “Advance your public service career at Evergreen.”)

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| Dear ${Contacts.First Name},Thank you for expressing interest in the [Master of Public Administration program](http://www.evergreen.edu/mpa/home.htm) at The Evergreen State College! If you requested a catalog, it is on the way to you.Our flexible, evening and weekend program is designed for busy working adults who want to advance their public service career. Take a look at our [program overview](http://www.evergreen.edu/mpa/program.htm) to see if it is a good fit for your future career goals. Find out more by [attending an upcoming evening information session](http://www.evergreen.edu/mpa/infosessions.htm). You can also feel welcome to contact me at any time with any questions you may have about admissions, financial aid, or any aspect of the program.  |

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| Best to you, |
| <Randee’s signature> |
| http://evergreen.edu/_assets/crm/email/spacer.gif |
| <MPA logo> |
|  2700 Evergreen Parkway NWOlympia, WA 98505<http://evergreen.edu/mpa>  |

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MPA Inquiry Email #2: 5 days later

(Subject: Flexibility/convenience – Sample schedules)

(Possible header: “Evergreen MPA: doable for busy working adults”)

Dear ${Contacts.First Name},

If you attend the Evergreen MPA program, you can “keep your day job” **and** obtain your MPA in just two years if you attend full-time, and in as little as three years for part-time attendance.

Our required “Core” courses meet just one weeknight per week, on Thursday nights from 6 to 10 pm. Electives typically meet just 1 or 2 weekends **per quarter**, or on another weeknight.

This means that a [typical full time schedule](http://www.evergreen.edu/mpa/schedule.htm) is **Thursdays from 6-10 pm + 1 or 2 weekends each quarter.** [Part-time students](http://www.evergreen.edu/mpa/schedule.htm) start by taking Core and then spread out their electives over two or more years.

To find out more about our flexible evening and weekend program, feel welcome to [attend an upcoming evening information session](http://www.evergreen.edu/mpa/infosessions.htm) or to contact me with any questions you may have.

Thanks again for your interest in Evergreen’s MPA!

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| Best to you, |
| <Randee’s signature> |
| http://evergreen.edu/_assets/crm/email/spacer.gif |
| <MPA logo> |
|  2700 Evergreen Parkway NWOlympia, WA 98505<http://evergreen.edu/mpa>  |