Social Media Post Request Form

Date of Request: _____

Please allow up to 1 week to process. Be sure to include all required information & docs.

Content:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Employee Names: _____

_____

_____

_____

Please email all desired images/videos to the Administrative Coordinator.

Please note that any images of children, parents or volunteers must have a Media Release. If you have real people in your images check this box: ☐

If your images require media releases, please scan them with your form as a single document to the "Admin Clerical" scan folder.

Have you sent media releases: Yes☐ No☐

Requester Name: _____

Manager Signed Approval: _____ Date: _____

Director Signed Approval: _____ Date: _____