REQUEST FOR TGA SOCIAL MEDIA POST

RESET FORM

PURPOSE: This form is used to request all TGA social media posts on Facebook, Instagram, and LinkedIn. The information is required to evaluate the post for appropriateness and compliance with TGA policies and will also be used to measure the effectiveness of the post and its impact on the TGA's objectives and purposes. Please complete all applicable sections.

1. REQUESTING DEPARTMENT SELECT ONE	**2. NAME**	**3. DATE** MM/DD/YYYY
4. PHONE	**5. EMAIL**	
6. DATE OF ACTUAL EVENT	**7. DATE FOR POSTING**	**8. PLATFORM(S)** SELECT ONE

9. MESSAGE TITLE (BRIEF DESCRIPTION OF YOUR POST OR TITLE)

10. WHAT MESSAGE WOULD YOU LIKE COMMUNICATED THROUGH SOCIAL MEDIA?

11. LINKS (OPTIONAL, e.g., Web site or link to article)

12. IMAGERY

☐ I have my own imagery and have permission from all parties concerned to be included in this post.
Please include imagery as an attachment to same email when submitting this form.

☐ I would like help finding an image.

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INSTRUCTIONS

1. This PDF form is best viewed while using Adobe Acrobat Reader. Some functionality of the form is lost when viewed natively on Apple iOS. To read any PDF file on Mac, iPad, and iPhone:
   a. Install the Acrobat Reader app from the App Store and launch the app.
   b. On the bottom menu bar, select Files.
   c. Locate the file on your iPhone and select it.
   d. You can now scroll through, read and complete your PDF.

2. RESET FORM button is in the upper right corner of the form. Please save an unfilled copy of this form on your device for future use.

3. If you require multiple re-postings leading up to your event, please specify the the start date of your posts and recurring interval in Block 10 or 13.

4. For imagery, please submit the highest resolution photo or file size allowed by your email provider.

5. Submit completed request form via email (including imagery attachments) to:
   TGA Social Media Administrator (SMA)
   Laura Bogan
   laurabogan@me.com

13. REMARKS *(Use this area to continue any items if necessary. Reference by item number.)*