

# Request for Social Media

Thank you for your interest in posting to the Diocesan Social Media pages. In order to grant your request, the following information is needed. Please fill out as completely as possible and attach any visual aids you would like included. Your attention to detail is necessary; a response will arrive as soon as possible. Material must be submitted no less than **2 weeks prior** to posting.

**Please note: This is a request form, and does not guarantee your material will be posted. You will be contacted with confirmation.**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Date to post: \_\_\_\_\_

Subject: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Material information:

List of attached documents (i.e. photos, videos, etc.):

Lauren Ketelhut, Social Media Coordinator  
Office of Multimedia, [socialmedia@charlestdioocese.org](mailto:socialmedia@charlestdioocese.org)