



The University of Vermont

# Social Media Request Form

Please provide all the required information and return this form to the Rubenstein School Social Media Coordinator.

**Your Name:** \_\_\_\_\_

**Social media site you are requesting (Facebook, Twitter, etc):**

\_\_\_\_\_

**Provide a brief statement of why the site is required and how it will advance the mission of our school:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a description or sample of the content you will be hosting on the social site:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of authorized users to maintain and update the site:**

\_\_\_\_\_

**Details you want listed on social media profile (Name, Phone number, Web Address, Email, etc):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FOR SOCIAL MEDIA COORDINATOR ONLY:**

Approved by Dean	Initial: _____	Date: _____
Site Created and Password Set	Initial: _____	Date: _____
Inventoried	Initial: _____	Date: _____
Reported to ISO (Dean Williams)	Initial: _____	Date: _____