

# GSC SOCIAL MEDIA REQUEST PROCEDURES

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Communications & Documents  
Committee



# GSC SOCIAL MEDIA REQUEST PROCEDURES (1 OF 3)

The primary point of contact for GSC social media is the Director of Social Media. If this position is vacant, then these responsibilities move to the Secretary.

When submitting a GSC social media post request, please provide the following information:

- Your Full Name
- Contact Information
- Affiliate GSC Committee, UK Organization, College or Office
- Type of Post(s) **(Please indicate if you would also like this event posted on the GSC master calendar.)**
- Date(s) of Post(s) **(Please indicate if this is a recurring post and include the dates for posting.)**
- Content of Post
- Images or Other Visuals (Please indicate if you need help designing an image or logo for the post as this takes extra time.)

# GSC SOCIAL MEDIA REQUEST PROCEDURES (2 OF 3)

If you already have all the images/visuals you need, then the deadline to request a GSC social media post is **1 week** ahead of time.

- For example, if you would like a social media post about an event or program to go out on Thursday, October 15, 2020, then you would need to submit your social media post request by Thursday, October 8, 2020.

If you need help designing the images/visuals for your post, then the deadline to request a GSC social media post is **2 weeks** ahead of time.

- For example, if you would like a social media post about an event or program to go out on Thursday, October 15, 2020, and you need help designing the images/visuals for the post, then you would need to submit your social media post request by Thursday, October 1, 2020.

To submit a GSC social media post request, please enter the above information into the [GSC Social Media Post Request Form](#). This form will always be open but remember that you must submit your social media post request at least **1 or 2 weeks** ahead of time, depending on your design needs.

# GSC SOCIAL MEDIA REQUEST PROCEDURES (3 OF 3)

**If there is an emergency – meaning you did not just forget to submit a social media post request on time, but rather an event or program was scheduled last minute – then please do the following:**

- Still submit the requested information to the [GSC Social Media Post Request Form](#).
- Email and message (via [Microsoft Teams](#)) the Director of Social Media directly about the request.
- Copy the Secretary and Chief of Staff and Operations on your email to the Director of Social Media.

**Please note that social media post requests may be rejected or returned for revision if the content or images submitted are unreadable, pixilated, or vague.** Please resubmit your revised social media post request to the same [GSC Social Media Post Request Form](#) and make a note that it is a revision of a previous submission.

**Also, please do not submit PDFs with only text as they are hard to manage.** Instead, submit the text in the provided box or as a word document.