REQUEST TO ADD OFFICIAL FAU SOCIAL MEDIA ACCOUNT(S)

Requester Name: ________________________________________________ Date: ________________

Email: _________________________________________ Phone: __________________________________

Requesting Department: __________________________________________________________________

Proposed Social Media Network(s): _________________________________________________________
________________________________________________________________________________________

Proposed Social Media Network Account Manager(s):

Name: _____________________________ Phone: ____________________ Email: ____________________

Name: _____________________________ Phone: ____________________ Email: ____________________

Name: _____________________________ Phone: ____________________ Email: ____________________

I hereby authorize the creation of the new social media network account(s) and have read and understand the approved Florida Atlantic University Social Media Best Practices.

________________________________________________________________________________________

Signature of Department Head                                                                                  Date

________________________________________________________________________________________

Signature of Communications Officer                                                                        Date

Submit completed form by faxing to 561.297.2307, mailing to Bldg. 4-Room 213 (Boca), or emailing to marketing@fau.edu.