KC NAWIC Social Media and Website Posting Request Form

Please note: items submitted for social media or website features should be applicable to the broad NAWIC community. Please email your request at least 7 business days in advance of the posting date when possible, two weeks advance notice is preferred.

Contact Information

Phone Email

Company KC NAWIC Committee

Feature Information

To which platform(s) would you like this to be posted?

Website Facebook

Instagram Twitter

Membership Email LinkedIn

What date should the social media feature be posted? (Enter in yyyy-mm-dd format)

What date would you like registrations to close for this event? (Enter in yyyy-mm-dd format)

We will do our best to accommodate your requested date. We will post at the best time for the platform(s) requested.



Is this request for a specific KC NAWIC Event?

Yes. This is a KC NAWIC event

IF YES, which KC NAWIC Event?

Monthly Membership Meeting

SuperBowl(ing)

WIC Week

Camp NAWIC

Golf

Tournament

Block Kids

Fall Conference

Spring Forum

PD&E

No. this is not a KC NAWIC event

Suggested Post Text

You must enter content in at least one of the following two boxes	Υ	ou	must	enter	conte	nt in	at	least	one	of th	ne fo	llowi	nq	two	boxes	3
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For Facebook, Instagram, LinkedIn and/or the Website: (please limit to 500 characters)

For Twitter (please limit to 140 characters

Media

Please note: Instagram images MUST be square and at least 612x612 pixels but no more than 1080x608 or 1080x1350 or 1080x1080. Any image provided MUST be copyright free. We reserve the right to not use the image provided. Email items to Webmaster@kcnawic.org.

Open Document or Final PDF emailed

Image(s) emailed separately

Select the best

image Video link

(add below)

Is this image Free to Use (must be free to use and no attribution required)?

We cannot use photos from company accounts that your company pays for. These are not free to KC NAWIC. If you need help finding photos, reach out to the website committee.

YES

NO

Where are the images from (i.e. Pexels)?

What type of Registration are you needing on the Website?

Informational Post Only



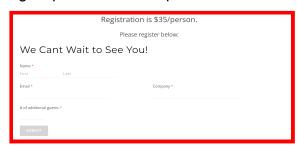
Sign Up (Company, Name & Email)

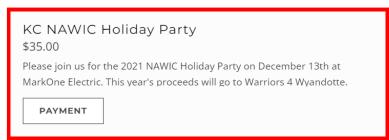


Link to External Sign Up (Link to another website or PDF Sign UP)



Sign Up with Link to Square Purchases





Other (please describe how you want the post to look on the website)

ALL requests for Social Media and/or Website Postings must be approved by the President. Please copy the Corresponding Secretary and the Website Committee. (Click on them to open an email)

Approved by?

Date Approved?