

**Southern University Agricultural Research & Extension Center**  
**College of Agricultural, Family and Consumer Sciences**  
**Office of Technology and Communications Services**  
*Social Media Request Form*

**Date of Request:** \_\_\_\_\_

Please provide all the required information and return this form to the Communications Office. The request should be submitted 7 days prior to site set-up.

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

**Social media site you are requesting: (Select all that apply)** \_\_\_ Facebook \_\_\_ Twitter \_\_\_ Instagram  
\_\_\_ YouTube \_\_\_ TikTok

**Requested date to post new site:** \_\_\_\_\_

**User Name(s) or Handle(s):** \_\_\_\_\_

**Site Password(s):** \_\_\_\_\_

1. Provide a brief statement of why the site is required and how it will advance the mission of our organization:

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

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3. Name of authorized users to maintain and update the site: \_\_\_\_\_

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

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**FOR OFFICE OF TECHNOLOGY/COMMUNICATIONS ONLY:**  
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Approved by Department Head

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Communications Office

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Technology/Communications Director

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Inventoried

Initial: \_\_\_\_\_ Date: \_\_\_\_\_