

seef - Social Media Post Request Form

If you would like PARSA to promote your seef project on the PARSA social media accounts (Facebook, Instagram, or Twitter), please follow this step-by-step procedure:

1. Download this 'social media post request' form
2. Fill in this form
3. Send this form along with graphics (.jpg format) to seef@anu.edu.au

We request you to please make your post requests **10-12 business days** prior to your event to assist with scheduling and promotion.

Once the social media post request is received, we will review your post request to ensure all information is included and fit for posting on the relevant and preferred platforms. We will respond within 2-3 business days.

All requests are subject to availability. Posts in PARSA Facebook and Instagram must be relevant and of interest to a large audience. They should be particularly relevant to current students. PARSA Twitter account has a more broad audience including university and media contacts.

Name:

Seef number:

Seef project's name:

Phone number:

Email address:

Details of request

Preferred social media platform/s your message is suitable for:

- Facebook
- Instagram
- Twitter

Target audience

- Current students
- International students
- Members of the community
- Alumni

Text/blurb/message you would like included in the social media post (please ensure that your description covers information that the event was made possible by seef).

If you are requesting a Twitter post, please keep in mind that each tweet can only be 140 characters. 300 characters for other social platforms (Facebook, Instagram)

Include a URL / event link that provides more information

Include any social media accounts or hashtags to include in the post.

(Eg: Twitter handle of relevant partners or relevant FB page address)

Preferred Date for Posting. Include date and time

(10-12 business days' notice is required unless unavoidable)

Form Submission

Send this form along with your graphics to seef@anu.edu.au

Please ensure your graphics (.jpg format) include [seef logo](#).

PARSA staff may reschedule or restrict posts, particularly around key times (e.g. exam period, university breaks, elections etc.), to ensure that posts most relevant to the audience are given priority whilst keeping within acceptable daily post limits.

If you any questions, contact seef Administrator at seef@anu.edu.au or call 6125-4187.