

El Camino College
Public Relations and Marketing

SOCIAL MEDIA REQUEST

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| | |
|----------------------------|---------------------|
| Date requested | Date of the event |
| Requestor's Name | Division/Department |
| Contact Info: phone number | Email address |

Please briefly explain the details of your event/activity:

The following are guidelines for potential new releases:

1. Events must be of a collegewide nature, and must benefit the college and/or its students.
2. If possible, requests should be no later than four (4) weeks prior to the event date.
3. No commercial advertising, political or religious information can be used in the social media message.
4. Photos and links may be included with your message.
5. Twitter messages must be 140 characters or less, including the hashtag.

El Camino College:

Facebook: [facebook.com/ElCaminoCollege](https://www.facebook.com/ElCaminoCollege)

Twitter: twitter.com/ECC_Online

El Camino College Compton Center:

Facebook: [facebook.com/pages/El-Camino-College-Compton-Center/212997900373](https://www.facebook.com/pages/El-Camino-College-Compton-Center/212997900373)

Twitter: twitter.com/Compton_Center

Date completed: *filled in by PR&M writer/editor*

Date posted online: *filled in by the Web Developer*