

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://facebook.com/ElCaminoCollege)

Twitter: [twitter.com/ECC\\_Online](https://twitter.com/ECC_Online)

**El Camino College Compton Center:**

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

Twitter: [twitter.com/Compton\\_Center](https://twitter.com/Compton_Center)

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

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