



## Social media account request

Communications department  
[communications@everettsd.org](mailto:communications@everettsd.org)  
425-385-4041

Return completed forms to Kim Doherty in [Communications](#) and give a copy to your principal/supervisor.

For Communications department only:

Received: \_\_\_\_\_

Sent archive request: \_\_\_\_\_

Archive request completed: \_\_\_\_\_

Your name (primary social media administrator): \_\_\_\_\_

School or department: \_\_\_\_\_

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Backup account social media administrator name: \_\_\_\_\_

*Who can log in and make changes if you're not available.*

Backup account social media administrator phone number: \_\_\_\_\_

Facebook account name: \_\_\_\_\_

Twitter account name: \_\_\_\_\_

Instagram account name: \_\_\_\_\_

Purpose: \_\_\_\_\_

*What do you plan to achieve with your social media presence? Raise awareness, share information, engage your audience, etc.?*

\_\_\_\_\_

\_\_\_\_\_

Audience: \_\_\_\_\_

*Who will be your audience? Existing/future students, alumni, staff, external community?*

Principal/Supervisor: \_\_\_\_\_

Principal/Supervisor signature

Date