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**Request Date:**

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**Delivery Date:**

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**Requestor Unit / Department:**

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**Requestor Person / Position:**

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**Requestor E-Mail Address:**

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**Request Type:** ☐ Social Media Announcement ☐ Social Media Snap Story Share ☐ Other (Specify):

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**Description** (Detailed information such as subject, date, place, speaker and so on):

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- In order to process your social media request or requests, the request form must be completed in full and submitted to **the Corporate Communications Department**.
  - Social Media works cannot go beyond the **corporate identity of Istanbul Gelisim University**.
  - The text (txt, word document, etc.) and the photo (in the original size) to be used in the design process should be submitted in a **final form** (spelling checked etc.).
  - **Corporate Communication Department** is not responsible for the content of the document in the completed social media design processes. The responsibility for the misspellings and so on belongs to **the person / unit giving approval**.
  - Social Media works will be submitted in **the date order** and necessary information will be given to the requestor unit / person **in case the related work exceeds 10 working days**.
  - Ideas and projects related to social media should be detailed and **approved**.
  - The works requested to be shared on social media will be shared on Facebook, Twitter and Instagram story **if the Corporate Communication Department deems appropriate**.
  - The Corporate Communications Department has the right to **request revisions** for the works which are deemed **inappropriate**.
  - Social media snap story sharing is subject to the approval of the Corporate Communications Department and the latter **has the right not to share**.
  - The requested social media activities must be notified to the Corporate Communications Department **3 working days before** the requested date of delivery.
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**REQUESTOR**

Name Surname / Signature

**APPROVED**

Corporate Communications Manager

**RECIPIENT**

Social Media Specialist