



U.S. Department of the Interior
Bureau of Land Management

Social Media Request Form

Submit the completed form to the State/Center External Affairs Office for review. The External Affairs Office will submit feasible requests to the BLM's New Media Lead in the Communication Directorate (WO 600) for approval.

Contact for Questions:
New Media Lead, Kaveh Sadeghzadeh, kcsadegh@blm.gov

Requesting Office	<input type="text"/>	Date of Request	<input type="text"/>
Contact Name	<input type="text"/>	Contact Email	<input type="text"/>
Contact Title	<input type="text"/>	Contact Phone	<input type="text"/>

Select the type of social media account that you are requesting:

- YouTube Flickr Slideshare Other Social Media
 Facebook Twitter Video Stream (Specify)

Provide a description of the social media project, to include the target audience and anticipated content / areas of discussion.

Discuss the ways in which the social media project promotes the BLM's mission, advances a BLM priority, and/or addresses a public need.

List the names and titles of employees who will have access to the social media account. Check whether each employee will post information.

Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No
Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No
Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No
Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No
Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No
Name	<input type="text"/>	Title	<input type="text"/>	<input type="radio"/>	Yes	<input type="radio"/>	No

Discuss the risks of the social media project and the proposed strategies for mitigating the risks, to include a plan for content approval.

Discuss the impact on the program or office if the social media project is denied.

Social Media Request Approval Sheet

Project Approved

Yes No

EA Signature

Date

Notes

Project Approved

Yes No

WO Signature

Date

Notes