



## Media Request or Change Form For Faculty and Staff

Any media requests must be approved by all parties noted on this form. Before requesting changes, please verify if the change will require additional changes to other areas connected to the subject area or topic to be changed.

Please complete all information below:

Person requesting the media request:

\_\_\_\_\_

Date:

\_\_\_\_\_

Please circle you request: Add    Change    Create

Priority Level: High    Medium    Low

Select the media area(s) you are requesting to **add, create or change**?

\_\_\_\_\_ Facebook \_\_\_\_\_

\_\_\_\_\_ Instagram

\_\_\_\_\_ Twitter (X)

\_\_\_\_\_ Website

\_\_\_\_\_ ReidNOW

\_\_\_\_\_ Catalog

\_\_\_\_\_ LinkedIN

\_\_\_\_\_ Target X

\_\_\_\_\_ Student Handbook

\_\_\_\_\_ Brochure

\_\_\_\_\_ Flyers

\_\_\_\_\_ Other

Does the change in this area require a change in other sources or forms of media? ( ) Yes or ( ) No. If yes, explain.

\_\_\_\_\_

Provide a brief description of the change you're requesting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Media Specialist Signature

If you have any questions about media content on any of RSTC media platforms, please contact the Public Relations Department at [media@rstc.edu](mailto:media@rstc.edu) or 251-578-1313.

**Upon submission, your request may take 3-5 business days, pending approval.**