NSS Social Media Request Form

Note: You may use this form or submit ALL information in the form by email to socialmedia@caves.org. By sending this request, you confirm that you have permission from your organization and all organizations involved to create this content and take full responsibility for the content of the media distributed as result of this request.

Basic Information

Submitter's Name _____

NSS Number _____

Email _____

Phone _____

Organization/Committee (*spell it out please*)

_____

Content Information

Nature of post _____

_____

Text to accompany post (*30 words or less*)

_____
_____
_____
_____

Check content that should be included:

☐ Email _____

☐ Phone _____

☐ Logo (list name of png or jpeg attached)

_____

☐ URL _____

Other instructions/comments _____

_____
_____

Content Standards

Content that promotes the exploration, study, and protection of caves, highlights the accomplishments of the National Speleological Society (NSS) or our members, or promotes the NSS will be considered. Please read our Suitable Social Media Material.pdf for additional information regarding material that is acceptable for our networks.

Image Standards

Final Social Media Committee (SMC) created designs are a .png or .jpg file, 9" by 9". Submitted designs are prefered in these standards.

Design Work

Do you need graphic design work?

☐ Yes ☐ No. I'll upload my own

Specific instructions for graphic designer(s):

_____
_____
_____

Service Scope & Costs: Design work like above is offered free of charge up to three iterations per post by the SMC. Subsequent updates require a $50 fee, imposed as a donation to the NSS. One month advance notice before the release date of the graphic is required. Late notices are considered, but designs will be limited to text due to time constraints. Final designs will be emailed to the submitter after its release over the NSS social media outlets. Terms: Graphics created by the SMC are the property of the designer and may not be altered in any way without permission from the designer.