

MEDIA POST REQUEST

Requested By: _____

Department: _____

Type of Request (check all that apply): **Social Media** **Website** **Physical Noticeboards**
 (Please CC your Dept. admin or Reception to complete)

Requested Publication Date
 (3 days notice required except emergency posts):

Date/s for any reposts:

Content

Title:

Description:

Images (if yes, attach JPG or PNG) YES NO

Social Media Post Only:

Is Instagram Required? YES NO

Website Post Only:

Public Notice item	YES	NO
Latest news item	YES	NO
Event calendar item	YES	NO

Webpage/s to be updated- please provide link

Approved by: Signature *S. Attham* Date

Guidelines for Submitting a Media Request

This form must be **submitted to the media@sdwk.wa.gov.au email address only**. This inbox is a shared mailbox and is monitored by multiple officers. General Media Requests must be submitted with an approval signature by your line manager. This is to ensure all submissions are final and are approved by the relevant manager. Extraordinary media requests such as new website pages or major page edits must be submitted with Director approval.

Please view the list below to confirm what level of approval you need:

General Media Requests – post to social media or website (latest news, public notices, events)	Manager
General website requests – minor edits to page (e.g. grammatical errors or updated documents)	Manager
Advanced website requests – new pages, website improvements	Director

All accompanying images are to be done through Canva and must adhere to the SDWK Style Guide. It is recommended to have the internal Canva and Style Guide training to learn how to design posters and flyers appropriately. Contact the media team for the next training session.

Tips for adhering to the SDWK Style Guide:

- Use Canva – the SDWK style guide is loaded in the program for easy access. Contact the media team if you need assistance as we are always here to help
- File format is correct for purpose – usually a PNG or JPG for social media and PDF for printing purposes
- Text/Font is readable, in SDWK colours and in the correct font – Ubuntu, Helveticish
- SDWK Logo is on the poster, correctly sized and not squished or stretched
- All colours, including text, pictures and overall look of the poster is consistent with the SDWK style guide

VOLUNTEERS WANTED

Wharfinger House Museum

Wharfinger House Museum depends on
volunteer support.

Could you spare 3 hours a week or more
to join our team, welcome visitors and
help out in the museum?

Contact Us

Email: sdwk@sdwk.wa.gov.au

Phone: 08 9191 0999



Shire of Derby /
West Kimberley

