



Town of Whitby Ethno-cultural and Diversity Advisory Committee

Social Media Request Form

The Town of Whitby's Ethno-cultural and Diversity Advisory Committee strives to foster a greater understanding of ethno-cultural and diversity issues and matters within the Town of Whitby through community partnerships. As community partners EDAC invites you to submit your organizations special events & cultural celebrations in an effort to help promote your organization. Please keep in mind that we cannot promote events or celebrations if the intent of the event and/or organization is contrary to corporate policies, by-laws, the Ontario Human Rights Code or current legislation.

Your request will be reviewed by EDAC, and our social media coordinator. Please provide as much information as possible as well as any photo(s) or graphic(s) and links. Send your request as soon as you can to allow for effective planning, scheduling and any multimedia production. If you have any questions while preparing this form, please contact Sarah Klein- EDAC Staff Liaison at kleins@whitby.ca or 905.430.4310.

1. Event Date

2. Your information

Name:

Organization:

Telephone Number:

Email:

3. Subject matter

What is your post about?

4. Purpose

What do you want to achieve?

5. Key messages

What do you want to say?



Town of Whitby Ethno-cultural and Diversity Advisory Committee

Social Media Request Form

6. Proposed timing

When do you suggest your post(s) be issued?

7. Links

Ensure the link(s) you provide have up-to-date content.

External link(s):

8. Images

Please attach any high resolution photo(s) and/or graphic image(s) for your post.

9. Additional comments

Any other comments?