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**Need help?** Contact Town Clerk Megan Howard at [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) or 919-366-6894.

### Section I: Department Information

For all new social media pages, departments must submit this form to the Administration Department. It is helpful to have a conversation with the Town Clerk and your supervisor before filling out a Social Media Action Plan (SMAP).

Please allow five (5) business days for a response and plan accordingly. It is recommended that each department have a SMAP on record for the social media pages being used to engage the public online, and that they are reviewed annually.

<b>1. Department:</b>			
<b>2. Your Name:</b>		<b>3. Email:</b>	
<b>4. Your Manager:</b>		<b>5. Email:</b>	
<b>6. Today's Date:</b>		<b>7. Launch Date:</b>	
<b>8. Provide a brief overview of your project or ongoing work, and explain why you feel the social media platforms you are proposing are a good fit for this work. If you would like the launch to coincide with another event, please include that information.</b>			























