**Gatekeeper Request Form**

**Advertising Event**

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|  **Requestor details:**  |
| **Full name:** |  |
| **Institution:** |  |
| **Position:**  |  |
| **Email address:** |  |
| **Phone number:** | Business: Mobile:  |

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| **Website, newsletter, social media content:** |
| **Title of event/item** |  |
| **Purpose of request** |  [ ]  Distribute information about an education event of interest [ ]  Other, please specify: |
| **Website (if applicable):**   |  |
| **Please outline details of request:**  |
| **Platform***(leave blank if you do not want to post to a particular platform)* | **Text** *Please write text as it should appear exactly on the specified platform. Please use third-person language.*  | **Alt Text***Any images, including flyer-images must have an image description.* | **Image***Include the image here and the file name, please also attach the file (as an image file) to the email request* | **Links/handles***Please specify any links and link text. E.g. link text – “Oceania Academy website”; link:* [*oceaniaacademy.org*](http://www.ausacpdm.org.au) |
| Newsletter/eblast |  |  |  |  |
| Website news item | [Please include the date the news item should be removed from the website here] |  |  |  |
| Bluesky (280-character limit) |  |  |  |  |
| Facebook (no character limit) |  |  |  |  |

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| **Please attach relevant documentation, this includes:*** PDFs to be posted/shared for the event
* Images (i.e. posters, flyers, logos in jpeg or png format)
 |
| **Has this event been approved by a professional body?**  |
| **Preferred distribution method (email):**[ ]  Please include this message in the next quarterly Oceania Academy newsletter[ ]  Due to time constraints this message would require a stand-alone email, sent in a specific timeframe *(please specify)* |

**Acknowledgements:**

[ ]  Information will be distributed to members electronically.

[ ]  The communication will be distributed once only to members.

[ ]  If information needs to be distributed more than once, for example a reminder, this should be completed on a separate request.

[ ]  For event advertising only: The Oceania Academy does not endorse any information presented at this event.

*All gatekeeper requests must be approved by the Professional Development & Communications Committee of the Oceania Academy. The Oceania Academy reserves the right to decline a gatekeeper request if it does not fall within the guidelines for appropriate member communication.*

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| **FOR OFFICE USE ONLY** |
| **Name of Reviewer/s:**  |  |
| **Date:** |  |
| **Approved by professional body?** | [ ]  Yes [ ]  No | Comments: |
| **All conditions acknowledged** | [ ]  Yes [ ]  No  | Comments: |
| **Suitable for Oceania Academy members** | [ ]  Yes [ ]  No | Comments: |
| Specific subgroup:  |
| **Approval to place on website and/or social media** | [ ]  Yes [ ]  No  |
| **Is the format of information provided suitable for direct distribution (i.e. no further editing required)**  | [ ]  Yes [ ]  No – If not, this should be returned to the requestor  |
| **Approval to email to members** | Standalone email [ ]  | Include in newsletter [ ]  |
| Message adapted [ ]  | Message sent as is [ ]  |
| [ ]  **Request approved** | [ ]  **Request denied** | [ ]  **More information sought** |
| **Notes:**  |