**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:** | | | | |