Social Media Team
Worksheet

Poster ________________________________________________
Monitor ________________________________________________
Content Creator __________________________________________
Content Creator __________________________________________
Content Creator __________________________________________
Content Creator __________________________________________

Important Handles
Handle _______ Handle _______ Handle _______
Handle _______ Handle _______ Handle _______
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Handle _______ Handle _______ Handle _______

Location ________________________________________________
Location ________________________________________________
Location ________________________________________________

Questions to ask
1. Is there Wi-fi there?
2. Do you need to drive there?
3. How long is the event?
4. Are there outlets available?
5. Do you need to pay any admission fees?
6. Do you need to have someone on stand-by?
7. Are there any rules about taking photos?
8. Does everyone have each other’s phone numbers?