**ubART Social Media - Planned Post Worksheet**

**Platform:** [ ] Instagram [ ] Facebook [ ] YouTube [ ] Other:\_\_\_\_\_\_\_\_

**Topic:** INSERT

**Images:** *[Maximum 10: left column top to bottom is 1-5; right column top bottom is 6-10]*

*This chart is just to create a guide for the person publishing the post, on the order of images.*

*Please include a link to a digital folder where higher resolution versions can be downloaded.*

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Caption:** *[If it includes works of art and specific people, please indicate titles/names with image numbers indicated. For images of specific works of art, it is helpful to also include medium, dimensions, year created, and purchase price (if applicable).]*

INSERT

**Hashtags:** INSERT

---------------------------------------------------

**Target Posting Date:** INSERT

**Requested By:** INSERT NAME

**Requestor Contact Info:** INSERT

**Other Notes:** INSERT

*Submit to:*

Whitney Kehl

Art Resource Manager

[whitneyk@buffalo.edu](mailto:whitneyk@buffalo.edu)

Department of Art

College of Arts and Sciences

University at Buffalo

129 Center for the Arts

716.645.0525

*---------------------------------------------------*

*Internal Use Only:*

Boosting Details (optional):

Publication Details: