Social Media Chair Event Checklist

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Pre-Event

- ☐ Confirm event is approved and publicly shareable
- ☐ Remind volunteers of social media rules
- ☐ Prepare draft captions or announcements

During Event

- ☐ Capture media only in public areas
- ☐ Prefer group shots over individuals
- ☐ Avoid identifying students by name
- ☐ Do not post emergencies or incidents

Post-Event

- ☐ Review all photos/videos before posting
- ☐ Remove any media with privacy concerns
- ☐ Post highlights within 48–72 hours
- ☐ Monitor comments and delete inappropriate content
- ☐ Archive approved media securely

Escalation

- ☐ Refer concerns to the President or the Band Director
- ☐ Document and remove policy-violating content immediately

Reminder: **When unsure, delay posting and seek approval.**