My Department Stores
Social Media Post Template

Post name/number:		**Post date:**	
Drafted by:		**Phone number:**	
Social media platform:	☐ YouTube ☐ Facebook ☐ Twitter ☐ Instagram ☐ Pinterest		
Media content			
Media type:	☐ Image ☐ Video ☐ Other _____		☐ N/A
Media position:	☐ Main post ☐ Other _____		☐ N/A
Media file name:			☐ N/A
Media file location:			
Source:			
Text content			
Post/video title:			☐ N/A
Content type:	☐ Video description ☐ Post ☐ Caption ☐ Other _____		☐ N/A
Content:			☐ N/A
Hyperlinks (in the order they appear)			☐ N/A
Tags/hashtags			☐ N/A

Key:	**Headings**	Hyperlinks	Users to tag

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