

Social Media Content Collection Form

Some of our clients use this form to collect fodder for social media posts. We hope it helps you too!

Help our marketing department get the word out about all the great things going on at the firm. Please use this form to share information and generate social media content about:

- Events – conferences, webinars (if not speaking), firm-hosted events, sponsorships
- Speaking engagements – panel discussions, webinars (speaking role), presentations
- Media mentions – external outlets mentioning the firm and/or CFMB attorneys
- Thought leadership – published content, either externally or on LinkedIn
- Firm news – new hires, expansion, firm recognitions, deals
- Client news – significant announcements (not directly related to CFMB work)
- Industry news – news not involving CFMB or its clients, interesting industry articles, commentary
- Other – Congrats to external people/organizations, holidays/special occasions, non-industry related news with commentary

1. Populate the fields below that apply to your content and send to [insert marketing contact].
2. When possible, please allow a minimum 48-hour notice on time-sensitive material.
3. You will receive a draft of your post before it goes live. Please respond promptly with any edits to keep us on schedule. If you prefer to skip this step, mark the box next to “Post Without Additional Approval.”

Post Category (see above)	
Title/Headline	
Where will this be posted? (Website, LinkedIn only, other)	
Event date/time Embargo/release date	
Title/Headline	
Summary	
Relevant links	
People to tag	
Review contact	
Post without approval?	