

SISSETON-WAHPETON OYATE PUBLIC INFORMATION RELEASE REQUEST



The Sisseton- Wahpeton Oyate IT Department will maintain the Tribe's website and social media accounts. With the requests from Program Managers/ Directors to Tribal Executives, we hope to keep an open line of communication between Tribal programs and Tribal members. Only Programs/ Departments under SWO supervision will be allowed to request, unless providing free services to Tribal members.

DATE : _____

REQUESTING MANAGER/ DIRECTOR: _____

PROGRAM: _____

EMAIL ADDRESS: _____

ITEM REQUESTED: FLYER LETTER MEMO VIDEO/RECORDING ARTICLE

PLEASE CIRCLE

ITEM MUST BE ATTACHED FOR POSTING- RECORDINGS MUST BE SENT THROUGH EMAIL

TOPIC OF SUBJECT: _____

AREA OF ADVERTISEMENT: FACEBOOK SOTA/ COURIER EZ SIGNS MEDIA CHANNEL

PLEASE CIRCLE SWO WEBSITE SWO APP

(SOTA/ COURIER AND EZ SIGNS WILL BE BILLED TO PROGRAMS)

DURATION OF ADVERTISEMENT: _____

SIGNATURE OF MANAGER/ DIRECTOR

DATE

SIGNATURE OF TRIBAL EXECUTIVE

DATE

APPROVE/ DENY