

WSI Content Approval Form

Please complete this form and send to externalaffairs@wsiairport.com.au at least 10 business days before the proposed activity.

Company information and contact details	
Company name	
Mobile	
Email	
Purpose of content	
Purpose of content	<input type="checkbox"/> Social media. Please specify channel: <input type="checkbox"/> YouTube <input type="checkbox"/> Website <input type="checkbox"/> Newsletter <input type="checkbox"/> Tender Documents <input type="checkbox"/> Other. Please specify:
Proposed publish date	
Proposed copy or caption <ul style="list-style-type: none"> <i>If it is a social media post, Please include any hashtags and tags.</i> <i>If you are publishing variations of the copy on various platforms, please include all versions.</i> <i>If copy exceeds one page please send as a separate attachment and note this in the template.</i> 	
Declaration	
I understand that: <ul style="list-style-type: none"> Any social media content relating to WSI must be approved by WSI before publishing via this request form. Please allow up to ten (10) business days for review. Airport partners should be mindful of their own organisation's social media policies, however, any WSI related content intended to be published on personal social media channels must be approved by WSI Publishing or posting vision and/or photographs in restricted areas, including security screening points, is strictly forbidden, unless approved in writing by WSI. Likewise, any content captured for personal use cannot be shared or published externally without express written approval from WSI. 	

OFFICIAL

- Requests will be assessed on a case-by-case basis and there will be times WSI will need to decline requests for operational or commercial reasons.

Signed

Date

Name

Submitting this form to WSI:

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FOR INTERNAL USE ONLY - The below section will be completed by WSA Co

Date reviewed

Status (approved or unapproved)

Comment(s)

Name and position of WSI subject matter
experts who reviewed
