

How to request a takeover:

Check the google calendar in the members only section of the website to ensure the dates you are requesting are available.

Send an email to Sean (ssully@umich.edu) or talk to Gab/Lucy to schedule a takeover of the @umichuac instagram account

In your email, please include:

- The group requesting the takeover
- The date(s) you are requesting

During the takeover:

What you decide to highlight during the takeover is totally up to you and your org, but here are some general guidelines:

- Try to have a mix of both permanent posts and stories
- When you first start the takeover, introduce yourselves!
 - Feel free to tag your personal accounts and/or your org account
- Keep the stories fun, think about ways to include audience interaction
 - Polls
 - Question stickers
- At the end of your takeover, post a closing and tell people where they can hear more about your org!
- This should go without saying, but keep in mind that what you post represents yourself, your org, and the rest of UAC so please keep up a positive image!