Emergency Social Media Templates

Sample County Supervisor of Elections

Fill-in-the-blank posts for X, Facebook, and Nextdoor, with alt text for a plain text graphic. For the emergency binder. Facts checked against our website on October 1, 2026.

What's inside

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Facts used in every template

Our name	Sample County Supervisor of Elections
Updates page	Our News page: https://samplecounty.example/news/ Its heading reads "News and updates." We do not have a page called "Updates," so every template sends people here.
Phone	(555) 010-0100. This is the number on our Contact page and at the bottom of every page of our website.
Our accounts	X: @SampleCoVotes. Facebook: @SampleCountyVotes. Instagram: @SampleCountyVotes. Our website does not list a Nextdoor account.

How to use these templates

1. Pick the template that matches what happened. If more than one thing changed, use more than one template.
2. Post the full update on our News page first. Every template links there, so the details need to be there when people click.
3. Fill in every blank. A blank is a word or phrase in **[SQUARE BRACKETS]**. Replace the brackets too.
4. Use the same facts in all three versions: the X post, the Facebook and Nextdoor post, and the graphic with its alt text.
5. Have a second person check every name, date, time, and place against the decision or the order.
6. Post on X, Facebook, and Nextdoor. Add the graphic, and paste the alt text into the image description box.
7. If a fact changes, post a new update that says what changed.

If our website is down, post anyway. Leave out the link and say we will share updates on this account.

Final check before you post

- ☐ No square brackets are left. Search for "[" to be sure.
- ☐ Each weekday matches its date.
- ☐ The post says who made the decision.
- ☐ The link goes to our News page: https://samplecounty.example/news/
- ☐ The phone number is (555) 010-0100.
- ☐ The X post fits. X allows 280 characters.
- ☐ The graphic and the alt text say the same thing.
- ☐ A second person checked the facts.

How we write announcements

These points come from the news releases and pages on our website.

- Say who decided and what happened first. Our releases start like this: "Sample County Supervisor of Elections Pat Placeholder announced today that..."
- Use our full name first: Sample County Supervisor of Elections. After that, "our office" is fine. Do not use short forms like "SC Elections Office" or "Sample Co."
- Write dates in full: Tuesday, March 10, 2099.
- Write times like this: 7 a.m., 5 p.m., 8:30 a.m. Use "to" between times: 9 a.m. to 5 p.m.
- Use our words: Election Day, early voting site, vote-by-mail ballot, polling place, precinct.
- Keep it short and calm. Use short sentences. No exclamation points, emojis, hashtags, or words in all capital letters.
- End by telling people where to learn more and how to call us.

Platform tips

- X: A post can be up to 280 characters. X counts any link as 23 characters, and each emoji as 2. Each template says what to shorten first if a post runs long.
- Facebook: Use the headline as the first line of the post. If you do not add alt text, Facebook writes its own, so always paste ours.
- Nextdoor: Put the headline in the subject line. Nextdoor suggests 50 characters or less.
- Alt text is a written description of an image for people who use screen readers. For a plain text graphic, include every word on the graphic. X allows up to 1,000 characters.
- The graphic: our name at the top, dark text on a light background, large type, and the same words as the alt text. It works on Instagram too.

Template 1 of 5: Office closure

Use it when: Our office closes to the public because of an emergency, like a storm, a power outage, or a problem with the building.

Good to know:

- If the closure also affects early voting, a polling place, or a deadline, post that change too, using Template 3, 4, or 5.
- Say when phones will be answered. People call when they see the office is closed.

1. X (short version)

Our office is closed starting **[START DATE AND TIME]** because of **[REASON]**. It will stay closed **[HOW LONG]**. **[WHO DECIDED]** made this decision. Updates: https://samplecounty.example/news/

Without the blanks, this post uses 119 of X's 280 characters, counting the link as 23. If it runs long, shorten the reason first, then leave the year off dates.

2. Facebook and Nextdoor (longer version)

The first line is the headline. On Facebook, it is the first line of the post. On Nextdoor, put it in the subject line (50 characters or less).

Elections office closed [SHORT DATE]

The Sample County Supervisor of Elections Office at **[OFFICE ADDRESS]** is closed to the public starting **[START DATE AND TIME]** because of **[REASON]**. **[WHO DECIDED]** made this decision.

The office will stay closed **[HOW LONG]**.

What this means for you: **[WHAT VOTERS NEED TO KNOW]**

We will post updates, including when we will reopen, on our News page: https://samplecounty.example/news/

Questions? Call (555) 010-0100 **[PHONE HOURS]**.

Thank you for your patience.

3. Alt text for the plain text graphic

Put these same words on the graphic, one sentence per line. Then paste them into the alt text (image description) box.

Sample County Supervisor of Elections. Office closed. Our office at **[OFFICE ADDRESS]** is closed starting **[START DATE AND TIME]**, **[HOW LONG]**. Reason: **[REASON]**. Decision by: **[WHO DECIDED]**. Phone: (555) 010-0100, **[PHONE HOURS]**. Updates: https://samplecounty.example/news/

What goes in each blank

Examples show the format only. They use names from our website, not facts from a real emergency. A semicolon separates two or more examples.

Blank	What to write	Example
[START DATE AND TIME]	When the closure starts. Include the time.	5 p.m. on Monday, March 2, 2099
[REASON]	A few plain words about why. Stick to facts.	a hurricane warning; a power outage
[HOW LONG]	How long the office will stay closed.	until further notice; through Tuesday, March 3, 2099
[WHO DECIDED]	The person or agency that made the decision, with their title.	Supervisor of Elections Pat Placeholder
[SHORT DATE]	The weekday and date, for the headline.	Monday, March 2
[OFFICE ADDRESS]	The street address of the office that is closed.	123 Example Street, Sampleton
[WHAT VOTERS NEED TO KNOW]	One or two short sentences about what is and is not affected.	Early voting sites are not affected. You can still return your vote-by-mail ballot at an early voting site during early voting hours.
[PHONE HOURS]	When someone will answer the phone.	from 9 a.m. to 3 p.m.; after the office reopens

Template 2 of 5: Office reopening

Use it when: Our office opens to the public again after an emergency closure.

Good to know:

- If hours or services are different from normal, say so in **[WHAT VOTERS NEED TO KNOW]**.
- If a deadline changed while we were closed, post that too, using Template 5.

1. X (short version)

Our office reopens **[REOPENING DATE AND TIME]**. Hours: **[OFFICE HOURS]**. **[WHO DECIDED]** made this decision. Thank you for your patience. Updates: https://samplecounty.example/news/

Without the blanks, this post uses 112 of X's 280 characters, counting the link as 23. If it runs long, leave the year off dates first, then drop the thank-you sentence.

2. Facebook and Nextdoor (longer version)

The first line is the headline. On Facebook, it is the first line of the post. On Nextdoor, put it in the subject line (50 characters or less).

Elections office reopens [SHORT DATE]

The Sample County Supervisor of Elections Office at **[OFFICE ADDRESS]** reopens to the public **[REOPENING DATE AND TIME]**. **[WHO DECIDED]** made the decision to reopen.

The office has been closed since **[CLOSED SINCE]** because of **[REASON]**.

Office hours: **[OFFICE HOURS]**

What this means for you: **[WHAT VOTERS NEED TO KNOW]**

For the latest updates, visit our News page: https://samplecounty.example/news/

Questions? Call (555) 010-0100.

Thank you for your patience.

3. Alt text for the plain text graphic

Put these same words on the graphic, one sentence per line. Then paste them into the alt text (image description) box.

Sample County Supervisor of Elections. Office reopening. Our office at **[OFFICE ADDRESS]** reopens **[REOPENING DATE AND TIME]**. Hours: **[OFFICE HOURS]**. Decision by: **[WHO DECIDED]**. Phone: (555) 010-0100. Updates: https://samplecounty.example/news/

What goes in each blank

Examples show the format only. They use names from our website, not facts from a real emergency. A semicolon separates two or more examples.

Blank	What to write	Example
[REOPENING DATE AND TIME]	When the office reopens. Start with "at" or "on."	at 8:30 a.m. on Thursday, March 5, 2099
[OFFICE HOURS]	The days and hours the office will be open.	Monday through Friday, 8:30 a.m. to 5 p.m.
[WHO DECIDED]	The person or agency that made the decision, with their title.	Supervisor of Elections Pat Placeholder
[SHORT DATE]	The weekday and date, for the headline.	Thursday, March 5
[OFFICE ADDRESS]	The street address of the office.	123 Example Street, Sampleton
[CLOSED SINCE]	The day the office closed.	Monday, March 2, 2099
[REASON]	Why the office closed, in a few plain words.	a hurricane warning
[WHAT VOTERS NEED TO KNOW]	One or two short sentences about services, and anything that is still different.	All services are available again, including in-person voter registration.

Template 3 of 5: Polling place move

Use it when: A precinct's Election Day polling place has to move, for example because the building is damaged, has no power, or is not available.

Good to know:

- Florida law: In an emergency, when there is not time for the usual notice, the Supervisor of Elections picks a new polling place and must post a notice at the old one telling voters where the new one is. See section 101.71(3), Florida Statutes.
- The X post names the old location instead of the precinct number, so people can tell at a glance if the change affects them.
- Keep **[REASON]** to a few words so the X post fits.

1. X (short version)

Polling place change: If you vote at **[OLD POLLING PLACE NAME]**, go to **[NEW POLLING PLACE]** on Election Day. **[WHO DECIDED]** moved it because of **[REASON]**. Updates: https://samplecounty.example/news/

Without the blanks, this post uses 118 of X's 280 characters, counting the link as 23. If it runs long, shorten the reason first. Keep the full name and address of the new location.

2. Facebook and Nextdoor (longer version)

The first line is the headline. On Facebook, it is the first line of the post. On Nextdoor, put it in the subject line (50 characters or less).

Polling place change for [PRECINCT]

For **[ELECTION]**, voters in **[PRECINCT]** will vote at a new polling place. **[WHO DECIDED]** made this decision because of **[REASON]**.

New location: **[NEW POLLING PLACE]**

Old location: **[OLD POLLING PLACE]**

Voting hours: **[VOTING HOURS]**

If you usually vote at the old location, go to the new location instead. A notice at the old location will also tell voters where to go.

On Election Day, you must vote at the polling place for your precinct. Not sure which precinct you are in? Call (555) 010-0100.

For updates, visit our News page: https://samplecounty.example/news/

3. Alt text for the plain text graphic

Put these same words on the graphic, one sentence per line. Then paste them into the alt text (image description) box.

> Sample County Supervisor of Elections. Polling place change for **[PRECINCT]** in **[ELECTION]**. New location: **[NEW POLLING PLACE]**. Old location: **[OLD POLLING PLACE]**. Voting hours: **[VOTING HOURS]**. Reason: **[REASON]**. Decision by: **[WHO DECIDED]**. Phone: (555) 010-0100. Updates: https://samplecounty.example/news/

What goes in each blank

Examples show the format only. They use names from our website, not facts from a real emergency. A semicolon separates two or more examples.

Blank	What to write	Example
[OLD POLLING PLACE NAME]	The old polling place's name only, with no address. Used in the X post.	Placeholder Beach Fire Station 4
[NEW POLLING PLACE]	The new polling place's name and full street address.	Example Civic Center, 45 Civic Way, Example Springs
[WHO DECIDED]	The person or agency that made the decision, with their title.	Supervisor of Elections Pat Placeholder
[REASON]	A few plain words about why.	storm damage; a power outage
[PRECINCT]	The precinct number or numbers.	Precinct 104; Precincts 104 and 105
[ELECTION]	The election's name and date, the way our website writes it.	the March 10, 2099 special election
[OLD POLLING PLACE]	The old polling place's name and full street address.	Placeholder Beach Fire Station 4, 4 Harbor Drive, Placeholder Beach
[VOTING HOURS]	Election Day voting hours.	7 a.m. to 7 p.m.

Template 4 of 5: Early voting site closing or changing hours

Use it when: An early voting site closes (for part of a day, a full day, or the rest of early voting), or its hours change.

Good to know:

- Any registered voter in Sample County can vote at any early voting site. Our Early Voting page says so. Always tell people which sites are open.
- If the site name makes the headline longer than 50 characters, shorten the name in the headline only.

1. X (short version)

Early voting change: **[SITE NAME]** **[WHAT IS CHANGING AND WHEN]** because of **[REASON]**. **[WHO DECIDED]** made this decision. You can vote at any open site. Updates: https://samplecounty.example/news/

Without the blanks, this post uses 120 of X's 280 characters, counting the link as 23. If it runs long, shorten the reason first, then leave the year off dates.

2. Facebook and Nextdoor (longer version)

The first line is the headline. On Facebook, it is the first line of the post. On Nextdoor, put it in the subject line (50 characters or less).

Early voting change at [SITE NAME]

The early voting site at **[SITE NAME]**, **[SITE ADDRESS]**, **[WHAT IS CHANGING AND WHEN]** because of **[REASON]**. **[WHO DECIDED]** made this decision.

You can vote early at any open early voting site in Sample County. These sites are open: **[OPEN SITES AND HOURS]**

Early voting ends **[LAST DAY OF EARLY VOTING]**.

For updates, visit our News page: https://samplecounty.example/news/

Questions? Call (555) 010-0100.

3. Alt text for the plain text graphic

Put these same words on the graphic, one sentence per line. Then paste them into the alt text (image description) box.

Sample County Supervisor of Elections. Early voting change. The early voting site at **[SITE NAME]**, **[SITE ADDRESS]**, **[WHAT IS CHANGING AND WHEN]**. Reason: **[REASON]**. Decision by: **[WHO DECIDED]**. You can vote at any open early voting site. Phone: (555) 010-0100. Updates: https://samplecounty.example/news/

What goes in each blank

Examples show the format only. They use names from our website, not facts from a real emergency. A semicolon separates two or more examples.

Blank	What to write	Example
[SITE NAME]	The early voting site's name.	Example Civic Center
[WHAT IS CHANGING AND WHEN]	What is changing and when. Start with "is" or "will."	is closed on Monday, March 2, 2099; will close at 1 p.m. on Monday, March 2, 2099; will be open from 10 a.m. to 3 p.m. on Monday, March 2, 2099; is closed for the rest of early voting
[REASON]	A few plain words about why.	a power outage
[WHO DECIDED]	The person or agency that made the decision, with their title.	Supervisor of Elections Pat Placeholder
[SITE ADDRESS]	The site's street address.	45 Civic Way, Example Springs
[OPEN SITES AND HOURS]	Every site that is still open, with its address and hours.	Sample County Main Library, 200 Library Lane, Sampleton, and Placeholder Park Recreation Center, 9 Park Road, Placeholder Beach. Both are open 9 a.m. to 5 p.m.
[LAST DAY OF EARLY VOTING]	When early voting ends. Start with "at" or "on."	at 5 p.m. on Saturday, March 7, 2099

Template 5 of 5: Deadline changed by an official order

Use it when: An official order, like an executive order from the Governor or a court order, changes an election deadline.

Good to know:

- Copy the new date and time exactly as the order states them.
- Say who the change applies to. An order may cover only some counties or some voters.
- If the order moves Election Day itself, say that plainly in the first sentence and give the new date.
- Florida law: The Governor can suspend or delay an election by executive order during a declared state of emergency. See section 101.733, Florida Statutes.

1. X (short version)

Deadline change for **[ELECTION]**: You now have until **[NEW DEADLINE]** to **[WHAT THE DEADLINE IS FOR]**. **[WHO ISSUED THE ORDER]** made this change in **[ORDER NAME AND NUMBER]**. Updates: https://samplecounty.example/news/

Without the blanks, this post uses 102 of X's 280 characters, counting the link as 23. If it runs long, leave the year off dates first, then shorten the election name (for example, "the March 10 special election").

2. Facebook and Nextdoor (longer version)

The first line is the headline. On Facebook, it is the first line of the post. On Nextdoor, put it in the subject line (50 characters or less).

New deadline to [WHAT THE DEADLINE IS FOR]

[WHO ISSUED THE ORDER] issued **[ORDER NAME AND NUMBER]** on **[ORDER DATE]**. The order changes the deadline to **[WHAT THE DEADLINE IS FOR]** for **[ELECTION]**.

New deadline: **[NEW DEADLINE]**

Old deadline: **[OLD DEADLINE]**

Who this applies to: **[WHO IT APPLIES TO]**

What is not changing: **[WHAT IS NOT CHANGING]**

What to do: **[WHAT VOTERS NEED TO DO]**

Read the order: **[LINK TO THE ORDER]**

For updates, visit our News page: https://samplecounty.example/news/

Questions? Call (555) 010-0100.

3. Alt text for the plain text graphic

Put these same words on the graphic, one sentence per line. Then paste them into the alt text (image description) box.

> Sample County Supervisor of Elections. Deadline change for **[ELECTION]**. New deadline to **[WHAT THE DEADLINE IS FOR]**: **[NEW DEADLINE]**. Old deadline: **[OLD DEADLINE]**. Decision by: **[WHO ISSUED THE ORDER]** in **[ORDER NAME AND NUMBER]**. Phone: (555) 010-0100. Updates: https://samplecounty.example/news/

What goes in each blank

Examples show the format only. They use names from our website, not facts from a real emergency. A semicolon separates two or more examples.

Blank	What to write	Example
[ELECTION]	The election's name and date, the way our website writes it.	the March 10, 2099 special election
[NEW DEADLINE]	The new deadline, copied exactly from the order.	5 p.m. on Monday, March 2, 2099
[WHAT THE DEADLINE IS FOR]	What people must do by the deadline. Write it as an action.	request a vote-by-mail ballot; register to vote
[WHO ISSUED THE ORDER]	The official or court that issued the order, as named on the order.	The Governor
[ORDER NAME AND NUMBER]	The order's name and number, as printed on it.	Executive Order 99-123
[ORDER DATE]	The date the order was issued.	Friday, February 27, 2099
[OLD DEADLINE]	The deadline before the order.	5 p.m. on Thursday, February 26, 2099
[WHO IT APPLIES TO]	Who the change covers, from the order.	All Sample County voters.
[WHAT IS NOT CHANGING]	Key dates that stay the same.	Election Day is still Tuesday, March 10, 2099.
[WHAT VOTERS NEED TO DO]	One short sentence on how to meet the new deadline.	Request your ballot online, by phone, or in person at our office.
[LINK TO THE ORDER]	A link to the order on the website of whoever issued it.	The link from the Governor's or the court's website

Sources

All facts checked on October 1, 2026.

Our website

- News page (our updates page): https://samplecounty.example/news/
- Contact page (phone, address, office hours): https://samplecounty.example/contact.html
- Election Day page (polling places, voting hours): https://samplecounty.example/voters/election-day.html
- Early Voting page (sites, hours): https://samplecounty.example/voters/early-voting.html
- Vote by Mail page: https://samplecounty.example/voters/vote-by-mail.html
- News release: Vote-by-mail ballots are on the way: https://samplecounty.example/news/2099-02-02-vote-by-mail-ballots-mailed.html
- News release: Vote-by-mail request deadline: https://samplecounty.example/news/2099-01-20-vote-by-mail-request-deadline.html
- News release: Register by February 9: https://samplecounty.example/news/2099-01-15-book-closing.html
- News release: Early voting sites announced: https://samplecounty.example/news/2096-10-01-early-voting-sites.html

Platform rules

- X: Counting characters (280 characters; links count as 23): https://docs.x.com/fundamentals/counting-characters
- X Help Center: Image descriptions (up to 1,000 characters): https://help.x.com/en/using-x/picture-descriptions
- Facebook Help Center: Automatic alt text: https://www.facebook.com/help/216219865403298
- Nextdoor for Public Agencies training manual, January 2019 (subject lines): https://business.nextdoor.com/en-us/public-agency/resources/best-practices/nextdoor-for-public-agencies-training-manual

Florida law (Online Sunshine)

- Section 101.71, Florida Statutes: Polling place: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0101/Sections/0101.71.html
- Section 101.733, Florida Statutes: Election emergency: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0101/Sections/0101.733.html