



Department of Marketing, Communications, & Publications

Web site Request Form

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

University Department: \_\_\_\_\_ Budget Code \_\_\_\_\_ Department Code \_\_\_\_\_

Authorized Person's Signature for Budget Code \_\_\_\_\_

(Information on budget code is needed for requests that can not be done in-house or require specialized software or services)

Dept. Respective President's Cabinet Administrator Signature \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Name: \_\_\_\_\_ PO#: \_\_\_\_\_

Services Requested (include a description of the request and Web page address for the information being changed, i.e. http://www.life.edu/prospective\_students/visitor\_center.asp): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please send all information in electronic form for placement on the Web site.)

Target Audience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Key Message: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Desired Outcome: \_\_\_\_\_

Anticipated Delivery Date: \_\_\_\_\_ \* (Actual Deadline TBD)

For Internal Use Only:

Initial Concept Meeting \_\_\_\_\_

First Proof of Request \_\_\_\_\_

Information Gathered:

Second Proof of Request \_\_\_\_\_

Photos \_\_\_\_\_

(if necessary)

Copy \_\_\_\_\_

Approved \_\_\_\_\_

Graphics \_\_\_\_\_

Other \_\_\_\_\_

PO # \_\_\_\_\_

Completed/"Live" \_\_\_\_\_

(if necessary)

Please send all requests to the attention of Stacy Rutter in the Marketing Department or via email at [marketing@life.edu](mailto:marketing@life.edu). If you need assistance with this form, please contact her at ext. 2628.