

Women's Center Website Update Request Form

Requested By: _____ Date of request: _____ Request to be completed by: _____

Section of Website

- | | | |
|---------------------------------------------|-----------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Home Page | <input type="checkbox"/> Events | <input type="checkbox"/> Library |
| <input type="checkbox"/> Mission and Vision | <input type="checkbox"/> Discussion Group | <input type="checkbox"/> Mother's Room |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Women of Impact | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Leadership Council | <input type="checkbox"/> Empower Leadership Retreat | <input type="checkbox"/> Contact Us |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Resources and Links | <input type="checkbox"/> Other |

Description of Website Update:

If an event, please provide date, time, location, co-sponsors & two sentence description

Picture(s) to be included: No Yes

They must be resized to fit University guidelines. Please email pictures as an attachment.

Document/Attachment: No Yes

Any documents must be sent by email in PDF form.

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