

Website Request Form

To request information to be placed on the Texas College Website

Please be advised that the website content coordinator and the staff of information technology work in conjunction with the Vice President of Institutional Advancement and the Office of the President where final decisions on TC's home page and other page content are made.

Please complete the following information

1. Requestor information
 - a. Name
 - b. Title
 - c. Department
 - d. Phone number
 - e. Email address
 - f. Today's Date
2. Type of request
 - a. New link/content
 - b. Modify existing link/content
 - c. Terminate link/content
 - d. Event listing
 - e. Information added to existing page
 - f. Picture added to existing page
3. Type in requested information below? If you want a document posted, please send the file electronically to jgalbreth@texascollege.edu. Please make sure ALL of the information on the document is correct.
4. Specific placement of information requested
5. Special instructions
6. Length of time information should be posted
 - a. Date posting should begin _____
 - b. Date posting should end and be removed _____
7. Is the information camera ready, or does it need to be designed?

8. Please enter the name of your Vice President or Director for authorization

PLEASE ALLOW FOR A 72 HOUR TURN AROUND

Requestor Signature

Date

Department Head

Date

Area V.P.

Date