

Office of Communications

Website Update Request Form

This request form is specifically tailored to collect information about your mville.edu content updates. Adler is able to both make edits to existing pages on the site as well as add new pages of content relevant to your program.

Please fill out this form in its entirety and email it, as well as a Word document with new content, to communications@stanadler.com. The content should be proofed for spelling and grammar prior to sending to Adler. Adler Account Director Anne Sanderson will contact you to confirm receipt of your request and to discuss timing.

*(Note: This form is NOT intended for new print or digital marketing collateral, Public Relations, speaking engagements, or for weekly e-blast submissions. To request new marketing material please download and fill out the **Project Request Form**. For Public Relations opportunities, download and fill out the **PR Request Form**. To schedule President Geisler for a speaking engagement please use the **Request for President Michael Geisler Speaking at an Event Form**. To submit an event or an announcement to be featured in the **This Week @Mville** weekly email blast, please use the **Eblast Submissions Form**.)*

We cannot proceed to place your request in our production queue until you have submitted this form in its entirety. Before submitting, please confirm file locations and links provided are accurate and functioning.

1. Project title

Enter the name of your project.

4. Contact phone number

2. Your name

5. Contact email address

3. Department or office name

Enter your department or office name.

6. Budget code

7. Project deadline

When does this update need to be live?

8. Project description

Describe briefly the details of the web update or addition needed.

9. Goals

What is the objective of this update or addition?

10. Location

a. If making changes to an existing page:

Specify the page in question with URL.

Specify where on that page changes need to be made or added.

10. Location (continued)

b. If adding new page:

Specify title for that page.

Specify where, in the navigation, the page should appear, e.g. Admissions > Undergraduate Admissions.

c. If requesting to delete a page:

Specify title for that page.

Specify the page to delete with URL.

11. Content

a. *Provide all copy required in this space or send along with this form as a Word doc. Please indicate headings, subheadings, bullets, event locations, dates, times, descriptions, captions, buttons, calls-to-action, etc.*

b. *If adding new links, specify their URLs.*

c. *If you require additional media to be added to the page, please list all files (video, image, PDF, etc.) and their locations/links.*

11. Notes

Thank you.