

# Request for Web Site Updates & Additions

WWW.FLCC.EDU

FLCC Marketing Department

To submit materials for web site posting – Print this form and enter all information regarding your request.

All content updates and additions must be approved by the Vice President who oversees your department. Once approved, submit this form and any documents and/or files\* to the Web Services Coordinator - Marketing Department – Room D202B.

For details on the web site maintenance process, a web page update and maintenance guide is available at [www.flcc.edu/offices/marketing](http://www.flcc.edu/offices/marketing). Please contact the Marketing Department in room D201 or call (585)394-3500 ext. 7231 if you have any questions or need assistance.

\*Electronic files should be sent via e-mail to [woodsgc@flcc.edu](mailto:woodsgc@flcc.edu) or delivered to room D202B on 3.5" disk or CD/DVD. Please be sure to provide copies of submitted electronic files to your Vice President for approval.

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Vice President/VP Designee Signature:** \_\_\_\_\_

## Information supplied:

Data files [MS Word | MS Excel | TXT | RTF | PDF files]

Graphics/images [GIF or JPG format]\*\*

Hard copy [Web page print-outs – (for small Web updates only)]

Other data files [contact webmaster for acceptable formats]

\*\*FOR IMAGES THAT INCLUDE CURRENT STUDENTS – The names of students in photographs should be submitted to the Academic Standards Coordinator for review.

**Has the Academic Standards Coordinator received the names of current students that are included in your images?**      Yes      No

## Items to be posted:

New Web page(s)

Update to existing Web page(s) [list Web page addresses below]

example: [www.flcc.edu/offices/marketing/index.htm](http://www.flcc.edu/offices/marketing/index.htm)\_\_\_\_\_

\_\_\_\_\_

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**Post Content until:**

Specific date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Until next update