

WEB DESIGN REQUEST FORM (www.hws.edu)
HWS Office of Communications - Design

Requestor Name: _____ Phone: _____

Date: _____

The information listed below will provide the designers with an outline and begin the process of job assignment. Someone from the Communications design staff will most likely contact you for further information and review your request, particularly for new page requests. We will do our best to process your job request as quickly as possible.

REQUEST FOR EDITS TO AN EXISTING PAGE:

If you are requesting EDITS TO AN EXISTING PAGE(S)

- please print out the page, mark your edits on the print out, and forward to Peg Kowalik Office of Communications.

If the edits are extensive, (i.e. changes to complete paragraphs)

- please provide an electronic file of replacement text as well.

REQUEST FOR A NEW PAGE(s):

Locate page under the category (please check one)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Student Life |
| <input type="checkbox"/> About HWS | <input type="checkbox"/> News |
| <input type="checkbox"/> Academics | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Alumni/ae |

Title of page _____

- Content provided via disk, e-mail

Graphics (describe photos or graphics you would like to see included on the page)

- Photos / graphics provided via disk, e-mail (i.e. .jpg, .tif, .gif format)

Suggested links (please indicate links and the URL (if known) of other web pages you would like to link to)

Link Name _____	URL _____
Link Name _____	URL _____
Link Name _____	URL _____
Link Name _____	URL _____
Link Name _____	URL _____