

webRequest: Work Request Form

Name: _____ Department _____

Date _____ Phone number _____ E-mail _____

Needed by _____

Planning a Web site:

Purpose of new site _____

Target audience _____

Dept or organization new site is for _____

Section of main site where new site should be added _____

Existing pages new site should link from _____

Title for new site _____

File format requested for new site: html _____ (pages viewed on-line)

pdf _____ (pages will be printed)

Designing a Web site (what you'll need to have)

Outline of content for new site (attach)

Text files (Please list specific file title or name and file format, ie Word, WordPerfect)

Image files ((Please list specific file title or name and file format, ie gif, jpeg, tif)

Note: Images must be of good quality.

Do you have permission to use these images? Yes _____ No _____

Will you need to use a logo? Yes _____ No _____

Using other Web applications

Will you need to use any of the following Web applications?

On-line forms? Yes _____ No _____

Conference registration forms? Yes _____ No _____