

# WEB UP-DATE FORM

Please use this form to bring errors, omissions, or out-of-date information found on the CPVA website to the attention of the CPVA web staff. Return completed form to Susan Nelson, Office of Community Arts, Frasier 119

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Please have on line by (date) \_\_\_\_\_

This is a \_\_\_\_\_ request for a new page on the current website. (skip to New Page Request)

This is a \_\_\_\_\_ correction \_\_\_\_\_ addition to a page on the current CPVA website.

Web address of the page needing correction: \_\_\_\_\_ url \_\_\_\_\_

Please attach a paper copy of current page with changes marked AND send an e-mail with the new corrected content to [susan.nelson@unco.edu](mailto:susan.nelson@unco.edu) Please attach photographs as jpeg files at a minimum dpi of 150.

file name(s): \_\_\_\_\_

notes:

## NEW PAGE REQUEST

link(s) from \_\_\_\_\_

purpose of page: \_\_\_\_\_ recruitment \_\_\_\_\_ event promotion \_\_\_\_\_ public resource  
\_\_\_\_\_ current student information \_\_\_\_\_ other (specify below)

content outline:

source(s) of copy & photographs to be used:

Materials for web page

format(s): \_\_\_\_\_ Word document \_\_\_\_\_ Excel document \_\_\_\_\_ desktop publishing  
\_\_\_\_\_ pdf \_\_\_\_\_ Photoshop \_\_\_\_\_ other (specify below)

timeline: \_\_\_\_\_ created outline/page dummy \_\_\_\_\_ obtained director approval  
date date  
\_\_\_\_\_ materials provided to Community Arts  
date

page goes live: \_\_\_\_\_  
date

School director approval:

\_\_\_\_\_  
School Director Signature

\_\_\_\_\_  
Date