



Rocky Mountain

# WEBSITE CHANGE FORM (WCF)

**INSTRUCTIONS:**

- A. Fill out this form and attach ALL FILES NEEDED.
- B. EMAIL to ONE of the following people for approval:
  1. Current Communications Director
  2. Executive Vice President
  3. President
- C. They will return the signed form to you, and will forward it to Robyn for implementation.

**CONTACT INFORMATION**

Requester's NAME(s):	
Requester's EMAIL(s):	
Requester's PHONE #(s):	

**REQUESTED DEADLINE INFORMATION**

Date CHANGES or ADDITIONS to be LIVE on the WEBSITE:	
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**SELECT WEBSITE SECTION**

<input type="checkbox"/> Home page	<input type="checkbox"/> Blog
<input type="checkbox"/> About NDIA-RMC	<input type="checkbox"/> President's Newsletter
<input type="checkbox"/> Chapter Leadership	<input type="checkbox"/> Resources
<input type="checkbox"/> History of NDIA	<input type="checkbox"/> Member Portal
<input type="checkbox"/> Chapter Recognition	<input type="checkbox"/> Other: (Specify)
<input type="checkbox"/> Committee Chairpersons	

**WEBSITE CHANGE OR ADDITION** *(Detailed with EXACT wording. You may attach a Word Doc)*

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**DESCRIPTION OF FILES ATTACHED** *(ex: General Arnold dancing jpg, Dancing with the Stars logo)*

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**NDIA-RMC OFFICER APPROVAL - The section below to be filled out by an NDIA-RMC Officer for APPROVAL.**

**ALL sections above must be complete & ALL files attached before submission. Any additions or changes to the form after approval may be EMAILED directly to Robyn.**

Name/Title:	Date:
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