

# **CHANGE REQUEST FORM: MAKING CHANGES TO A ZONTA WEBSITE**

*(One form for each page that needs updates, please.)*

**Date:** \_\_\_\_\_ (MM/DD/YYYY)

**Submitted By:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

(Note: If the change is for a District page – please use the District Name for the Club Name.)

**Email Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ (XXX-XXX-XXXX)    **Accept Text Messages:**  Yes  No

## **Request Type: (Select one or all that apply.)**

- |                                           |                                          |                                         |                                                              |
|-------------------------------------------|------------------------------------------|-----------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Design change    | <input type="checkbox"/> Add photo(s)    | <input type="checkbox"/> Add link(s)    | <input type="checkbox"/> Add a form, flyer, newsletter(s)    |
| <input type="checkbox"/> Content addition | <input type="checkbox"/> Repair photo(s) | <input type="checkbox"/> Repair link(s) | <input type="checkbox"/> Delete a form, flyer, newsletter(s) |
| <input type="checkbox"/> Content edit     | <input type="checkbox"/> Delete photo(s) | <input type="checkbox"/> Delete link(s) | <input type="checkbox"/> Other                               |

**Purpose of this Request:** (Reason for the Request. Max char. 500.)

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**Details of this Request:** (Fill in with as much detail as possible to ensure a satisfactory web page change. Max char. 500.)

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**URL:** (Note: If it is a specific page, cut and paste the URL.)

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**Does this Change Affect other Pages?:**  Yes  No

**If Yes, provide URL(s) for the affected page(s):** (Submit an additional form that explains the changes on each affected page.)

**Page 1:** \_\_\_\_\_

**Page 2:** \_\_\_\_\_

**Page 3:** \_\_\_\_\_

**OR Provide the Page Name:** (Home, Who We Are, What We Do, etc.)

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## **Proof or Publish:**

**Proof** (Web page link will be sent to contact for approval before publishing.)

**Publish** (Updated web page; it will be published when change completed – no approval needed.)

**Supporting Documents:** (Updated text, pictures, print screens-attach these with this form in your email.)

**Submit this Form and Supporting Documents to:** [webmaster@zonta15.org](mailto:webmaster@zonta15.org)