

LLE New Web Page Submission

Please complete this form (add pages as necessary) and attach a copy of your content. After obtaining your division director's signature submit this form and your content to Jean Steve. You will be contacted by Jeremy Wyatt once your project is approved. If you have any questions contact Jeremy Wyatt via phone at x58205 or e-mail at wyatt@lle.rochester.edu.

General Information

Briefly summarize your project.

Who is the primary contact for this project (i.e., final approval)?

Are you using existing content? If so, where is it located and in what form?

What is your desired launch date? What are the factors surrounding this deadline?

Content Information

Do you need photography or illustrations? Please list.

Do you have any elements that should appear on every page? If so, what?

Will you have database functions? Does the database exist? Who administers it? If new database, describe.

Do you need any specific interactive or multimedia elements for your pages (uploading, downloading, forms, animation)? Briefly summarize.

Office use only

Group/Division

Name

Date received

Project name

Date launched

Job #

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Signature and Date

Division Director _____

P. W. McKenty (Web site editor) _____

Comments

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