# Website Updates

# Due Date: 25th of each month

## Background Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Page to Update:** |   | **Date Needed**: |   |

|  |  |
| --- | --- |
| **Owner:** |  |
| **Description:** |  |
|  |  |

Submit Request form to: Deborah Yates: Deborah\_L\_Yates@hotmail.com

## What Content is Needed?

[ ] **Do you have artwork or a flyer?**

* Please attach high-resolution artwork
* Please attach in .jpg format

[ ] **Final content**

* Specify date to run
* Please provide in .pdf format
* Please do not submit until final is ready for publication
* Content will be reviewed for submission

[ ] **Calendar and Gold Filings**

* Submitted by Stephanie Young; please ensure she has timely updates to calendar events

[ ] **Photographs**

* For any photos for the gallery, please provide names

[ ] **OTHER** (please specify)