



# Asbury United Methodist Church Website Change Request Form

**REMINDER:** In order to post time critical information, the Web Ministry Team has to have the information and any special graphics 30 days before the date on which publicizing will begin. Email the completed request to [webteam@asburyumc.ws](mailto:webteam@asburyumc.ws), print and put in the Web Ministry mailbox at the church, or give to the Communications Coordinator.

Date: _____	Name: _____
Email Address: _____	
Phone Number(s): _____	
If not an Asbury Staff Member, who is your Asbury Staff Member Point of Contact: _____	

Ministry Area Affected: \_\_\_\_\_

Type of Request: (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Add New Page   | <input type="checkbox"/> Delete Existing Information           |
| <input type="checkbox"/> Change Request an Existing Page(s). List pages affected. | <input type="checkbox"/> Suggestion/Idea for New Functionality |
|   | <input type="checkbox"/> Other (Please specify)                |

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Description of Task:** *Specify the dates to post and remove time-sensitive information. If personal information is included, please fill out and attach an **Information Release Form**. If a request for Online Registration, list the type of information needed for the sign up (i.e. Name, Address, Phone), any special notes for the form, email address where the completed registration forms are to be sent.*

Web Ministry Team Use Only

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 8/6/2004