

Website Change Request Form

Purpose:

This form is used by Committee Chairs to request updates to the Missouri Assembly website. All website modifications are implemented by the IT Administrator to ensure consistency, accuracy, and proper management of the Assembly's web presence.

Request Information

Date of Request:

Committee Name:

Committee Chair Name:

Email Address:

Phone (optional):

Type of Request

- New content to be added
 - Update to existing page
 - Document upload
 - Event or announcement posting
 - Correction to existing content
 - Other (please describe)
-

Page Location

Please indicate the page or section of the website where the change should occur.

Example:

- Ombudsman Committee Page
- Upcoming Events Page
- News or Announcements Section

Website Page / Section:

Description of Requested Change

Please describe the requested update clearly.

Content to Be Posted

Please provide the **exact text** that should appear on the website.

(Attach documents or files if needed.)

File Attachments (if applicable)

- PDF document
- Image
- Agenda or report
- Other attachment

File Name(s):

Requested Posting Date

When should this change appear on the website?

Chair Approval

By submitting this request, the Committee Chair confirms that the information provided is accurate and approved for publication.

Committee Chair Signature:

Date:

IT Administrator Section

Date Received: _____

- Completed
- Clarification Requested

Date Implemented: _____

Notes: