



Website Posting Request Form

Submit form to office or electronically to pastor.unitedfellowship@rcn.com

Basic Information		
Committee / Ministry Name		
Contact Person		
Email		
Phone Number		
Date of Request		
Type of Request		
<input type="checkbox"/>	New Announcement or Event	
<input type="checkbox"/>	Update to Existing Page	
<input type="checkbox"/>	Remove Outdated Content	
<input type="checkbox"/>	Add Photo(s) or media	
<input type="checkbox"/>	Other (Specify)	
Title / Headline (include short title or heading to appear on website):		
Description / Content: Text you would like posted (full announcement or paragraph):		
Attachments with Event Details (flyers, photos, logos, etc.)		
<input type="checkbox"/> Please check if you will be sending any attachments. Please include event dates and times, location, who's invited, any registration or sign-up link, who to contact for more information and contact info for that person. Send attachments to pastor.unitedfellowship@rcn.com and put WEBSITE in the subject line.		
Publication Details		
Desired Posting Date		
End Date or When to Remove		
Which Page/Section Info Should Appear on (circle drop down if appropriate)		
<input type="checkbox"/>	Homepage	
<input type="checkbox"/>	Faith Formation (Sunday School, VBS, Confirmation, Youth Activities)	
<input type="checkbox"/>	Ministries (Pantry, Fellowship & CB, Quilters, Senior Center, Veteran's Group, GS Nursery School)	
Accessibility & Privacy		
<input type="checkbox"/>	I confirm photos do not include minors without consent.	
<input type="checkbox"/>	I confirm text and images are appropriate for public posting.	
Approval (for internal use)		
Approved by	Date approved	Notes/edits made