

REQUEST FOR VPB WEB PAGE CHANGE

Name of requestor: _____

Date of request: _____

Reason for request:

Priority:

- ☐ **High** (misspelled word, data error, date sensitive information,)
- ☐ **Medium** (color change, background change, new page, picture change)
- ☐ **Low** (new information that has more than 3 months before action is required)

Web page ID: the first line on the page e.g. **Welcome to Veterans Pride Battalion**. The 'Title ID' is usually larger print than the rest of the page.

Change requested:

Requested Completion Date: _____

Picture is ☐ isn't ☐ attached. Pictures must be .jpg and not more than 2 Mb in size.

If the request isn't a page but something that is not seen like an email address, web link, a picture link etc... Indicate in as much detail as possible what it is and the page(s) it appears on.

Commander's Signature _____ Date Signed _____

Webmaster ☐ Approved Date _____ ☐ Rejected Date _____

Reason for Rejection:
