

Web Request Submission Checklist

To ensure a smooth and efficient process for creating or updating your webpage, please submit the following content and instructions in a Word document. Attach the file to your ticket via the Launch.

Note: All web update requests must be submitted through **LaunchTicket System** to be processed.

1. Content Owner and Web Contributor Contact Information

- **Content Owner:** Name and contact information of the person responsible for the content.
- **Web Contributor:** Name and contact information of the person designated to manage future updates to this page.

2. Content Approval Confirmation

Provide confirmation of approval from your department head or relevant authority—name(s) and contact information.

Please include any background or grant-based requirements if applicable

3. Page Title

The desired title for a new page.

4. Navigation and URL Alias

- **Navigation:** Indicate where the page located or should be located within the LBCC website's main navigation.
- **Note:** All NEW URL navigation requests will be reviewed and approved by the Communications Director and Executive Director. Further discussion with stakeholders or the Content Owner may be required.
- **URL Alias:** Preferred URL slug for the page.

5. Design/Layout

Share any specific design or layout preferences, such as:

- A mockup illustrating sections, headings, images, and other elements.
- A reference URL from an existing page on www.lbcc.edu that aligns with your vision.

6. Content

Provide final, approved, and proofread content, including:

- Text, images, and any other media as attachments (simple text, JPG, MP4 files...)
- Attach all necessary files and ensure your requirements & instructions are clearly stated, referencing the provided mockup.

7. Copyright and Photo Release

Confirm that all photos, music tracks, and videos have the necessary copyrights and that any individuals featured have signed a photo release or waiver.

Note: If additional images are needed, submit a request to the communications team with specific details, such as:

Example: *"I need a group of five students, including one Black male student, one White student, one older Asian female, one Latino student, and one Latina student."*

8. Deadline: Specify the date by which you need the page to be live.

Note: Turnaround time for a simple update is **3-4 days**; for a new page, it is typically **2-3 weeks**.