



# Website Update Request Form

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## PLEASE COMPLETE THESE STEPS

Complete the form below with all required information. Please allow 3-5 business days for completion of updates. To help us ensure that projects are completed timely, please note the following:

1. Copy your existing web page content into a Word document.
  2. Make applicable edits.
  3. Obtain approval from your Vice President or Cabinet Member.
  4. Upon completion, please send this document and your approved copy to [marketing@bccc.edu](mailto:marketing@bccc.edu).
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PROJECT NAME

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PLEASE ENTER WEB PAGE URL

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REQUESTED ON

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REQUESTED BY

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DEPARTMENT

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CONTACT EMAIL

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APPROVING VICE PRESIDENT'S OR CABINET MEMBER'S NAME

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Thanks!

A team member will be in contact with you within 48 business hours.