



Greater Roanoke Valley Website Request Form
Please fill out and email to ewoodford@komenroanoke.org

Name and email of Person Making the Request _____

1) Contact Numbers _____ Date _____

2) When should this be posted to the website? _____
Please allow 2 weeks for items to be posted from date of receipt of Website Request Form

3) Does an email blast need to go out to announce the event and drive traffic to the website with more information? _____

4) If an email blast needs to go out, what date do you want it sent? _____

5) Title of what is to be posted (actual copy as this is exactly what the display header will say)

6) Body of what needs to be posted (actual copy as this is exactly what the displayed)

7) Is there a logo that you would like displayed (if yes please attach the logo in JPG or gif form)
 Yes No

8) Is there a Link to *another* website with more information? yes no
(Please supply the URL, the web address, here if yes)
<http://www.> _____
Have you tested the above website address to see if the landing page mentions your event?

9) Date/ Cost/ Any Registration Requirements

10) How Komen benefits (\$ amounts...%’s etc)

11) How Komen gets credit (show flyer, just sign up, verbal etc....?)

12) Any other graphics that you would like to include on the website?

13) What date can this be taken off the website? _____

17) Do you have someone assigned to take photos and videos of the event? If so, provide the name and contact information of this person. (This is needed so that we can build a gallery of photos and videos for publicizing the success of this event and using for future events)

Thank you for supplying all of this information. Please note that some text and headers may be adjusted for marketing reasons. It is suggested that you review the website on the day you have requested the information be posted so if you have any changes, they can be made asap.

Please Return to Elizabeth Woodford ewoodford@komenroanoke.org who will process the request.

Additional Comments: _____

Reviewer's Approval and Date _____