Web Site Request Form

Please complete this form in its entirety to request a new event post or to edit existing pages. Information will be posted exactly as listed on this form, so please be sure all your content is complete, accurate, and ready to publish when you submit the form. Notwithstanding, PNWPWDC reserves its right to edit, revise, or deny any request to post information and text on its web site. Browse the other event listings on PNWPWDC.org for format and content ideas.

Submit this form via email along with any supporting files such as images, entry forms, or other documents to amanda_a_ford@hotmail.com

MEMBER REQUESTING INFO

Requested By: _____ **Date Requested:** _____

Telephone:_____ **Email:**_____

EDIT EXISTING CONTENT

Any additional documents such as entry forms must accompany this request.

URL of page to edit:
Please copy and paste the URL to ensure accuracy. If there are multiple pages to change, paste the URL of each page and the required changes below in the Detail of changes section.

Detail of changes:
Please include both old and new text if inline text changes are required. You may submit the content changes information as a word document if you prefer to, or need additional space.

FOR NEW EVENTS

Event Title: _____

Event Contact Name: _____ **Email:** _____

Event Dates: _____ **Start Time:** _____ **End Time:** _____

Event Location Name: _____

Event Location Address: _____

Any additional documents such as entry forms must accompany this request. As well, please send an image to accompany the event if possible.

Event Location Description:
Information of interest about the location or facility, including things such as web site, description, entry fees, parking, accessibility, etc.

Event Information:
This should include a complete description of the event, what sort of activities or instruction will be included, who may attend, what to bring, schedule information, entry fee, facilities, refreshments provided, etc. Anything that attendees need to know should be included here. You may submit the Event Information text as a word document if you prefer to, or need additional space.