



| ECSU Web Request Form

*In order to fulfil your request as fully as possible, please use this form to put forward your proposed changes to the ECSU Website. Most web development requests will be completed in bulk weekly, however this may vary dependent on the scale of the change required. It is **your** responsibility to ensure the content reflective of your area is as accurate as possible.*

NAME

BRIEF DESCRIPTION OF CHANGE

Explain briefly the changes you would like made to the site.

TEXTUAL CONTENT TO BE ADDED

Please write exactly what you would like to appear on the page, with a clear indication of what should be a heading, sub-header, paragraph, emboldened, italicised etc.

VISUAL CONTENT TO BE ADDED

Please write the names of the files attached in the order in which you would like them to feature on the site. Please also indicate what size and alignment you would like them to appear in – if you do not mind, do not add any further information.

LOCATION TO CHANGE

Please indicate where you would like this change to occur (i.e. web address). If you would like a new page to be made, please indicate where you would like the page to be nested in the menus, and/or whether you would like the page featured on the homepage.

DEADLINE

Requests should be raised by email and noted in the weekly ECSU meeting. Most, if not all, will be completed within a week of submission; however, if you need this to be completed sooner, please specify the date you would like the change to be made.

Thank you!

Please print off and hand this form to the webmaster during the next ECSU meeting. Alternatively, you can email this form to the webmaster, at webmaster@ecsu.org.uk, CCing the Vice President at vicepresident@ecsu.org.uk.