

# 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](http://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 **4-5 days**; for a new page, it is typically **2-3 weeks**.