

Website Request

CREATIVE SERVICES

218 S. Wabash Ave., Suite 917
P 312.369.7759 F 312.369.8070
colum.edu/creativeservices

PROJECT NUMBER

PROJECT INFORMATION

PROJECT NAME

WEBSITE ADDRESS

PROJECT DESIGN

New (website does not yet exist) Redesign (website already exists)

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

DEPARTMENT WEBMASTER (CMS TRAINED)

BUDGET

Do NOT write ASAP in the *Date Needed* section below. Creative Services will not accept this request.

DESIGN APPROVAL DATE

LAUNCH DATE

END DATE (IF TEMPORARY)

CS cannot begin your job unless the following accompany this completed form: final, approved text; hard copy and digital file of text; all photos; all logos; all photo credits and releases; all model releases.

CHECKLIST

- Web Survey
- Content Inventory
- Logos
- Final Copy
- Photography
- Photographer's Release/Credits

OPTIONAL FEATURES

- RSS Feeds
- Video

CLIENT INFORMATION

CLIENT NAME

PHONE

EMAIL

DEPARTMENT

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

Copyright Release Agreement

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I have read this release, I understand it, and by signing below am agreeing to its terms.

CLIENT SIGNATURE

CREATIVE SERVICES ONLY

DATE RECEIVED

DESIGNER

DATE TO DEVELOPER

DEVELOPER

PROJECT NOTES