

NFPA Website Update Request Form

Purpose: To set expectations and provide required information for website updates.

Please complete this form and email it, along with any photos or graphics to:

Christine Strak, Technology Manager
christine.strak@management-hq.com

Please note: all web updates will be made on Friday; any updates must be received by Thursday at 5:00 pm CT.

1. This update is to what kind of page?

New page

Current page: *page number only, no need to list the full web address* _____

2. If this is a new web page, what is the title of your web page?

3. What text would you in your web update?

Please list any hyperlinks and note if you would like specific photos in each section; please list this text in red so it stands out for MHQ. If there are specific design elements (bold, italics, underlined text, etc.) please include that in your text below.

Example:

[INSERT IMAGE: Convention] Have you attended NFPA's Convention in the past?
Tell us about your experience. [LINK TO: vpdmkt@paralegals.org]

Your text:

4. Do you have notes or instructions?

5. Is there anything else that needs to be created in order for your web update to go live?

Example: submission form, calendar, etc.

Notes:

- If this update needs to be taken off the website on a certain date, please include that in the instructions.
- MHQ reserves the right to make edits as needed. These edits will not change the overall tone or meaning of the communication, but may help clarify or streamline communications.
- If images, hyperlinks, or graphics are not included in the initial email from the NFPA, MHQ will not include them.
- MHQ will not send NFPA draft emails or blog posts, unless they are specifically requested.

Questions?

Contact Christine Strak, Technology Manager

christine.strak@management-hq.com