

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:

Errol de Jesus, Marketing Communication and Events Coordinator

errol.dejesus@management-hq.com

Please note that all web updates will be made on Friday mornings; any updates must be received by Thursday at 4:00 pm CST.

1. This update is to what kind of page?
New page
Current page (*page number only, no need to list the whole web address* _____)
2. If this is a new webpage, what is the title of your webpage?
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 here:

4. Do you have notes or instructions?

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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.

Questions?

Contact Errol de Jesus, Marketing Communication and Events Coordinator
errol.dejesus@management-hq.com