CROSSROADS WEBSITE CHANGE REQUEST FORM

(Please deliver to Marion's staff mailbox.)

Name _____
Date this form submitted _____

☐ Correction
☐ Addition
☐ Photo Posting
☐ Deletion
☐ Suggestion

Description of change:

_____
_____
_____
_____
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_____
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_____
_____
_____
_____

Communications Coordinator to Tech Coordinator
Date delivered _____

☐ Urgent (1-2 days)
☐ Not urgent (a week)
☐ Take your time (up to a month)

Tech Coordinator to Communications Coordinator
Date delivered _____