



# Reynolds High School Website Request Form

Name of Requestor: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Website Requests must be submitted to [RHSWebsite@rsd7.net](mailto:RHSWebsite@rsd7.net). The website committee meets every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Website submissions will be reviewed at these meetings. Attach any necessary material, i.e. flyers, forms, documents, etc.

All website requests must include the following attachments:

- At least one image for the webpage itself
- One small graphic that will display next to the article link
- Email and or phone number for inquires

Webpage Name

Website Copy: *Who, what, when, where, why*

**Official use only**

Approved	Denied	Changes Required
Assigned to:		
Date Uploaded:	Date Removed:	