

# College of Medicine - Office of Research

## Website Content Request Form

Please complete this form to request new website content or updates to existing content.

<b>Requester Name</b>	
<b>Department / Organization</b>	
<b>Email Address</b>	
<b>Project / Campaign Name</b>	
<b>Request Date</b>	
<b>Requested Publish Date</b>	
<b>Page URL (if existing page)</b>	
<b>Type of Request</b>	<input type="checkbox"/> New Page <input type="checkbox"/> Page Update <input type="checkbox"/> Blog Post <input type="checkbox"/> Landing Page <input type="checkbox"/> Other
<b>Target Audience</b>	
<b>Primary Goal / CTA</b>	
<b>Content Summary</b>	
<b>SEO Keywords</b>	
<b>Required Assets</b>	<input type="checkbox"/> Images <input type="checkbox"/> Video <input type="checkbox"/> PDF <input type="checkbox"/> Graphics <input type="checkbox"/> Other
<b>Approvals Needed</b>	
<b>Additional Notes</b>	

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form by email to: [gregory.ford@howard.edu](mailto:gregory.ford@howard.edu). You will receive a response within 24-48 hours.