WebPage for MGCI

Name of Event or Club:

_____

Organizer of Event or President of Club:

_____

Staff Advisor:

_____

Promotional Copy for WebPage:

_____

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_____

Body Copy for WebPage:

Time Line:

Due Date for copy:

_____

Approval of copy from
Organizer of event or
President of club:

_____

Due Date for WebPage(s):

_____

Approval of WebClip from
Organizer of event or
President of club:

A. Comp/Rough:

_____

B. Pages Due:

_____

The WebPage(s) must be
finished and have the
approval from the Organizer/
President before it can be put
on the web and be marked.

Use the back of the page if
you need more space to write
the copy. Please print clearly
and mark any copy that needs
to stand out or should be used
as a title or heading.

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Signature of Organizer or President: _____ Signature of Staff Advisor: _____

Details:

Staff Advisor Signature:
   Staff Advisor signature is required before any copy is placed on the web site.

Photo Release Form must be attached with all required signatures.

Part A:

What is needed to create the webpages:

Copy: You can either write it out by hand or put on a disk. If you are handing a disk in with the copy use either Word or Wordperfect. Write the name of the file on the label of the disk and any instructions.

Images: You can have either photos or digital images. Make sure they are properly marked so they are easily identified.

Part B:

What are the final pieces?

Diagrams: Make sure your diagramming is up to date and that the name for pages and images have been sequencial numbers or lettered for easy identification.

 Staple all approval forms and sign-offs for copy and images to the diagram page(s).

Disks: The disk should be set up with the proper directory structure. All links should be double checked after they have been saved to the disk. Label the disk so it can easily be identified when stored. All special instructions should be noted on the diagram not on the disk.