



Website Change Form

Please note:

- *Please allow up to 7 business days for all edits to website text or 10 business days for all edits to website media.*

CONTACT INFO

Contact Name:

Contact Email:

Contact Phone:

Department

SITE CHANGE INFO

*Please note: for us to post media on our website that is created by someone else, we will need permission by the author or seller to do so.

When does the site change need to be published?

If left blank, site change will be made as soon as possible.

Do you need to update the graphics/images?

Yes No

If yes...

Do you have the files, or do they need to be created?

Yes, I have them. No, they will need to be created.

Will these graphics be created in-house or outsourced?

In-House by Media Team* In-House by Department Outsourced

*Please complete the "Media Project Request Form."

Please email graphics to media@icathedral.org and reference this form. (File limit of 2MB).

Do you need to include downloadable documents?

Yes No

If yes...

Please email documents to media@icathedral.org and reference this form. (File limit of 2MB).

Site Change Details

Please be as specific as possible on what you need changed on this site.

Is there additional information we need to know about this website change?

Let us know here: media@icathedral.org and reference this form.

Usage Policies:

1. Please allow up to 7 business days for all edits to website text or 10 business days for all edits to website media.
2. In order to use graphics/images/videos created by someone else, we will need permission by the author or seller to display them on our website, social media, etc.
3. Requests for internet site changes will be approved at the discretion of the Lead Pastors, pastoral staff, department heads, and/or the Media Department.

I have read and agree to all the usage policies.

Yes, I agree to all usage policies

Signature Printed Name Date Completed

Office Use Only:

Approved by:

Signature Printed Name/Title Date Approved