

Web Content Update Request Form

Use this form to request structural updates to your existing page. Minor updates such as correcting typos, adding the latest version of a report, or removing seasonal text can be submitted directly to your lead through Drupal.

	Name	Email
Author		
SME		
Content Editor/Owner		

List URL of existing content:

Link to planning worksheet:

1. Content purpose & goal

Why does the user need this content? What actions do you want them to take?

2. Audience(s)

Who is this for? The traveler, rule seeker, business partner or watchdog?

3. Edits

What do you need to change on the page? What are you doing to maintain accessibility on the page?

4. Files or media (optional)

What files or media will you add? List file names that are in compliance with the conventions.

File Name	Type (image, Gif, pdf)	Where it is saved (Drupal, fulltext, etc)	Has it passed an accessibility check?

5. Desired publish date

6. Quarterly review date

7. Removal date

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