

Holy Spirit Catholic Church Website Development Submittal Form

Please complete the following information:

Date: _____

Name of Organization: _____

Name of Coordinator: _____ or Contact Person: _____

Phone Number: _____ E-Mail Address: _____

Time Line (Date Due): _____ **NOTE:** *Please submit the completed form 30 days prior to due date.*

Special Instructions:

Recommendations:

- Avoid using tables and columns. Keep the format simple.
- Provide graphics/photos used in your Webpage formatting in JPEG File Interchange (.jpg) or Tagged Image File (.tif) format.
- Submit this form to the Website Ministry Coordinator
 - As an E-Mail attachment to hsmustang@sbcglobal.net and include any pertinent materials (additional information for Special Instructions, graphics/photos, etc.).
- If formatting is a problem and assistance is required, please contact the Webmaster by E-Mail at hsmustang@sbcglobal.net

NOTE: *All materials submitted shall be approved by the Parish Pastoral Council (PPC) and Pastor prior to being published. Any submitted materials rejected by the PPC and Pastor shall be returned to the submitting organization with recommendations.*