

Date:	_____
Time:	_____

STUDENT ACTIVITIES & EVENTS NEW WEBSITE REQUEST

Instructions

Please think carefully about each question in part 2 and answer them as completely as possible. **Please print legibly or type** your answers in the space provided below each question. However, if you need more space, you can always attach additional pages.

Please note that **all required materials** (applications, organization description and history, logos, photos, etc.) **must to be submitted in an electronic format.** You may submit a floppy disk, a CD-Rom, ZIP disk, or an email with the corresponding materials. E-mails should be sent to **spencerB@uhd.edu**.

After filling out this form, please **bring it to the office of Student Activities & Events (S-204)** and ask to **have it sent to Brian Spencer**. Requests will be processed on a “first come, first served” basis.

Part 1: Contact and Organization Information

Organization Name: _____	
Has the organization registered with our office for the current semester? *	
Yes ___ No ___	
First Name: _____	
Last Name: _____	
Phone #: _____	E-Mail: _____
Best time to call: ___:___ AM ___ PM ___	

*Your request cannot be processed if the organization is not registered with the office of Student Activities & Events.

Part 2: Information for New Website

2.1 General Information

1) Does your chapter/organization have a parent/national umbrella organization?

Yes_____ No_____ (skip 2 and 3)

2) If so, do you have to incorporate any specific aspects from their website?

Yes_____ No_____

3) If you answered “yes” to the previous question, what’s the Web address we need to refer to? _____

2.2 Appearance/ Design Information

1) Does your organization have a logo you wish to feature on the website?

Yes_____ No_____

2) If you answered “no” to the question above, do you want to have one created for you?

Yes_____ No_____

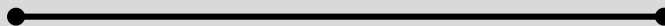
3) Do you have any color preference for the website?

No_____

Yes (please list) _____

4) Ideally, your website should reflect the culture of the organization. Using the scale below, please indicate with a mark on the line your style preference.

Formal
Business Like



Informal
Fun Looking

