



Web Request Form

The Office of Communications and Marketing is responsible for stewarding the University's brand throughout University of Louisiana at Lafayette websites and in all UL Lafayette external electronic communications. All official University websites are to be built using branded templates through OCM. Outlying sites, such as grant-funded projects and research, as well as social media accounts, require approval from OCM to ensure brand consistency.

If you would like to request permission to build a non-official University site for a grant or project or you intend to develop official University web communications, you must use the request form below.

Your Name:

Your Department:

Your Title:

Email:

Phone:

Project Title:

Project Type:

Website development

Email campaign

Social Media (Facebook, Twitter, Instagram, etc.)

Other

Project Description:

Project Goal: All projects must have a direct impact on the mission and goals of the University.



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Université des Acadiens

Project Audience:

Project URL:

Are you requesting an official University URL (Louisiana.edu)? Yes No

Final Approval:

The Associate director of Web Communications must approve your site/social media account before it goes live. Request a review for approval by emailing web@louisiana.edu.

I understand these terms.

Requester

Date

Supervisor (department head/dean)

Date

Associate Director of Web Communications

Date

Print and send your completed form to:

Office of Communications and Marketing
Attn: Associate Director of Web Communications
Martin Hall 319
P.O. Box 41009
Lafayette, LA 70504-1009