

PMBC WEBSITE CHANGE REQUEST FORM

Please use this form to submit requests for information to be added, changed, corrected, or removed from the PMBC website.

Requester Information
1. Your Name:
2. Ministry: [Select One ▼]
Email Address:
Phone Number:
3. Type of Update:
☐ Add new information ☐ Update existing information ☐ Correct information ☐ Remove information ☐ Add an event ☐ Cancel/remove an event ☐ Add a flyer/photo/document ☐ Other

4. Exact Information:
What needs to be added, changed, or removed? Note: please provide the exact wording you would like posted on the website. Include dates, times, locations, contact information, registration information, etc., when applicable.
Current Website Location / Page Link: _____
Requested Publish Date:
Attachments Included: ☐ Flyer ☐ Photo ☐ Document ☐ Other

5. Is this request time sensitive?
[Select One ▼] ☐ No ☐ Yes — Needed within 14 days ☐ Yes — Needed within 7 days ☐ Urgent — please contact me