**HUDSON HOCKEY ASSOCIATION**

**COMMUNICATIONS / WEBSITE REQUESTS**

Have an idea for the website? Want to share some HHA news? Let us know! Complete the following form and tell us what we need to share.

**Name:**

**Email:**

**Date:**

**Request Type (check all that apply):**

***\_\_ Website Update***

*\_\_ HudsonHockey.com*

*\_\_ HudsonSkate.com*

***\_\_ New Page***

*\_\_ HudsonHockey.com*

*\_\_ HudsonSkate.com*

***\_\_ Social Media (Facebook, Instagram, Twitter)***

***\_\_ eBlast***

***\_\_ Something Else? Description of needs: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Description of Request (please include specific text you want to appear on web pages, social media and eBlasts):**

**Attach / Upload Content (e.g., PDF, picture, etc.):**

*Include instructions for either attaching or uploading content.*

**Is this request Time Sensitive (please note eBlasts are typically done on a Tuesday and Friday schedule, Web updates within 72 hours and New web items within 7 days)?**

**\_\_ Yes**

**\_\_ No**

**Date Needed:**

**Any Additional Instructions?**

*All website requests and social media requests are reviewed by the Communications Committee Chair and may be subject to additional review and approval.*

**Thank you!**