



WEBSITE REQUEST FORM

Central Atlantic Region of of State Garden Clubs (CAR-SGC)

CAR-SGC.org serves as our primary vehicle for internal and external communication. I look forward to helping board members and committee chairs achieve your communication goals. If you have any questions or concerns, the Contact Form on the website is the best way to reach me. *Margaret Woda, Webmaster*

DOCUMENTS: Please include the CAR-SGC Logo on any document that you want added to the website and submit your document in PDF format. If you want your document converted to a fillable PDF form, spacing in the area where information will be typed must be formatted for 1.5 - double space.

PHOTOS: For best results, please submit high-resolution photos in jpeg format. The NGC required Release for Websites and Publications (Available on the Forms page of our website) must be signed by the photographer and accompany the photos.

Please complete this Website Request form, save it to your computer or the Cloud for your records, and send a copy to me as an attachment, along with the document(s) or photo(s) you want posted. Email them to me at mwoda@msn.com and always include "CAR-SGC" in the subject line of the email so it isn't overlooked.

1. Name _____ Date _____
2. CAR-SGC Title (Member, Committee Chair, Officer) _____
3. State _____ Local Garden Club _____
4. Email _____ Phone _____
5. Please choose from the following:
 - _____ Revise information currently posted on the website
 - _____ New document(s) in PDF format is/are attached. (May take up to 2 weeks)
 - _____ Please convert form to FILLABLE PDF (May take up to 2 weeks)
 - _____ High resolution photo(s) in jpeg format is/are attached. (May take up to 2 weeks)
6. Description _____

7. NGC Required Release Form is _____ Attached _____ On File -Date _____
8. Please notify me when information is posted to the CAR-SGC website. _____ YES _____ NO

If the webmaster finds it necessary to edit your document or photo for any reason, she will contact you by email to approve the edit.

Signature _____ Date _____