City of Columbia Falls – Department Info for New Website

This form is provided so you can enter in content for the new website.

Each department (per Susan Nicosia's instructions) can submit as much info as they wish. You can also submit this online at http://www.rescuemarketing.com/cfalls/ .

I suggest that you begin by thinking about the topics that are most important to customers/citizens who use the services of that department.

For example, Parks and Rec might want to list pool open dates and times.

If there are questions that you get time and time again, please include the questions here AND the answers.

Photos: If you would like a photo for your part of the city website, please make note of that and we'll make that happen.

Forms: If there are forms that you would like to provide online access to (ie: paper forms that we can scan so they can print them out via PDF or what not), please be clear about which ones they are so that we can get them from the City office.

Entry rules: For the most part, there are no rules. You can submit as many of these entries as you want. We'll sort them out for you. If you need to correct something you said previously, that's ok, just make note of that when you enter the new info.

We will grammar and spell-check the entries, so don't worry about that.

Feel free to type, paste from Word (or whatever) or refer to other city websites (provide the web address of that page please). The more accurate and complete your info, the better your part of the site will be (and perhaps, the less your phone will ring with the same question over and over again).

Jobs: There will be a central job information page that will direct people to the proper agencies, so there is no need to specify any of that info here.

Questions? Email Mark at mriffey@rescuemarketing.com or call me at 249-0307. Please leave a message if I cant pick up. You can also ask Susan or Bill, of course.

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What department do you work in for the City?

Name (so we can contact you for clarifications – your name will most likely NOT be on the website)

Work Phone

Work Email (if any)

Info you want in your department's part of the website (use additional pages if you need more room)

Pictures for your part of the site (if you have pictures for your department's part of the site, please let us know so we can get them from you.)