



MSEAC Website Content Checklist

Core Content Requests

About Page

- Mission Statement (1-2 sentences)
- Founding Story including CEDA and PILC roles
- Board/Team Member Information
 - Names and titles
 - Short bios
 - Photos

Documents Page

- Public Documents
 - Reports
 - Toolkits
 - Policy Briefs
- Accessibility statement for alternate formats

Events Page

- Upcoming Events Section
 - Event titles
 - Dates
 - Locations
 - Brief descriptions
- Past Events Archive
- RSVP System Requirements
 - Registration process
 - Required information fields

Contact Page

- Contact Information
 - Email address
 - Phone number
- Office Hours
- Social Media Links
 - Facebook
 - X (Twitter)
 - Instagram
- Physical Office Address
- Google My Business Setup (Optional)