

# REQUESTING PERSONALIZED TRIBUTE & GIVING PAGES

This process applies to all requests relating to tributes, in memory/honor of, community events, and any other peer-to-peer fundraisers.

## 1. When receiving a request for a custom tribute or fundraising page, please collect the information below from the requester. - *Development*

- Name of the tribute or fundraiser
  - Designation of gifts (*If nonexistent or multiple designations in question, see #2 below*)
  - Photo for the webpage banner (*Optional. If none provided, a standard image can be used. See Giving Page Examples below*)
  - Personalized copy (*Optional. If none provided, standard copy can be used. See Giving Page Examples*)
  - **Submit a Workfront Project request to MarCom using the template for Giving Pages. Include the information compiled and upload any files provided.**
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## 2. Identifying the Designation

- If the designation does not exist, or there are multiple options, please consult Gift Services (**Cassie**) to determine the correct designation or to create a new one.
- Include the designation name and code in the MarCom Workfront project request details or updates.

**\*Note:**

If a named designation or endowment is requested, a Gift Agreement is required. Gift Services (Cassie) works directly with the Development partner on these steps.

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## 3. Giving Page Creation and Delivery

- MarCom will send a screenshot of the giving page draft copy for approval by the requester.
  - Once any requested edits are made and final draft is approved, MarCom (**Ping**) will send the final link and QR Code.
  - Typical turnaround time after request is received is **3 days**. (Delivery time is subject to approvals and content delivery)
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## 5.0 Gift Reporting

- If donor requests gift reporting, please notify MarCom in the Workfront project.
  - Stewardship will connect with Development to determine details and cadence. – (**Melanie**)
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## Giving Page Examples

- [Giving Page with Standard Banner and Copy](#)
- [Giving Page with Personalized Banner and Physician Mention](#)
- [Giving Page for NICU Grateful Patient](#)