

## Launch a Departmental BrownSite

Stephanie Obodda - 2021-03-03 - Comments (0) - Basics

### 1. Pre-Launch Request Checklist

Once all of your content is entered, use this checklist to be sure your site is ready to be submitted for review.

- Are all your pages "published" and "public"? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- Have you customized or disabled your custom footers? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- Have you entered your department's contact information? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- Have you disabled all the menu items you are not using (e.g. News, Courses, Text Style Reference)? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- If you are using the News section, have you unpublished the sample News items? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- Do you have a banner installed? ([BrownSites 1.x](#)) ([BrownSites 2](#))
- Has your calendar (CalWidget) been configured to pull events from your department's university calendar? ([BrownSites 1.x](#)) ([BrownSites 2](#))

### 2. Request a Pre-Launch Review

Email [web@brown.edu](mailto:web@brown.edu) with your site URL and let us know you've run through the checklist above.

### 3. University Communications Reviews Your Site

University Communications review usually takes 1–2 weeks to complete. They will share with you a list of corrections and suggestions.

### 4. Request a Launch Date

After the items in the University Communications review have been addressed, email [web@brown.edu](mailto:web@brown.edu) and let us know you've completed the review process and would like a launch date.