

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- If you are using the News section, have you unpublished the sample News items?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 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 and let us know you've completed the review process and would like a launch date.