

# SCHS Web Design Team

## Website Checklist

This is a basic checklist of requirements necessary for establishing a website. This list will help you determine what elements you need to get started. Many elements will require more than the space allotted here. It is critical that you supply your web designer with everything needed at the beginning of the project so as to avoid unnecessary work and delays.

*Once you've gathered and we have the necessary information and you've decided on the content you want to provide for your customers/clients, we can determine the time frame to complete the project.*

### Optional Components

- **Domain Registration Account** \* (Mr. Janes can help set you up with one if needed - otherwise we can temporarily host your website on our server)

Notes:

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- **Web Hosting** \* (Same as above)

Notes:

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### Web Site Design Checklist

(Provided By Client or created by SCHS Web Designer)

- Company Logo

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- Company Colors

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- Company Slogan

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- Photos for Website

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- **Stock Photography** (any “non-personal” or “stock” [industry-related] photos for your site)

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- Any Printed Material (brochures, flyers, catalogs etc.)

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- Biographies of Owner(s)/Management

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- Company History

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- Mission Statement

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- Products or Services

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- Pricing for Products/Services (if applicable)

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- Testimonials (if applicable)

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- Frequently Asked Questions

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- List of your Favorite Websites to help determine style and layout of website

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- Competing Websites or Similar Websites

Notes:

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- Keyword Research

Notes:

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**Contact Information** to be provided by client.

- Company Mailing and Physical Address
- Phone Number/FAX
- Email Address

Notes:

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Thank you for this opportunity to serve you!

Your SCHS Web Design Team Designer