

WEB VISIONARY WEBSITE CHECKLIST:

1. What do you want your site name to be (or tell me what your current website address is)? _____

2. What is your mission statement? _____

3. What are your specific goals and what information do you want to convey?
 - a. _____
 - b. _____
 - c. _____
 - d. _____

4. Who are your users and what do they need?
 - a. _____
 - b. _____
 - c. _____

5. How will your site be used?
 - For customers to view products
 - Potential sales tool
 - Informational purposes only
 - E-commerce
 - Fundraising

6. What is your proposed launch date? _____

7. Things to do before we meet:
 - Do a search of the internet and look for websites that you like (List below):

i. _____

ii. _____

iii. _____

iv. _____

Make a list of specific items you want to include on your web page.

d. What do you want to sell on your site?

- e. List any specific links you want to include on your site.

- f. Related topics or topics you want on your sites (things that relate to what you do)

- g. Get a .jpg, .png, .gif or .tiff file of your logo to include on your site.

- h. Write up any specific text that you would like to include in your website.

- i. Provide pictures of products or items you want to include in your website.

j. Provide biography of any people that you want included on your site.

k. Make a list of anything else you would like to include on your site. For example "tag line", other pictures and music.

CONTACT INFORMATION:

(Can include names, addresses, phone numbers, e-mail addresses, etc.)
