

WEBSITE CHECKLIST



Designing Websites for People Who Change Lives!

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Creating your new website can be an exciting time - it can also be a bit overwhelming.

Use the checklist on the next page to help you get everything organized so you are ready to start your new website.

How to submit your items:

The text needs to be submitted in a form that can be copied and pasted.

Images can be sent as attachments in an email.

Items needed to start

- ☐ Logo
- ☐ Brand Colors -hex numbers
- Web Pages Needed:
 - ☐ Home
 - ☐ About
 - ☐ Services
 - ☐ Products
 - ☐ Reviews
 - ☐ FAQ
 - ☐ Portfolio or Gallery
 - ☐ Contact
 - ☐ Other
- ☐ Text & Image content for all pages
- Media:
 - ☐ Video
 - ☐ Podcast
 - ☐ Other
- Links to Social Media Profiles:
 - ☐ Facebook
 - ☐ Instagram
 - ☐ Twitter
 - ☐ Pinterest
 - ☐ Youtube
 - ☐ Other
- Access to any tools you are using:
 - ☐ Scheduling | Booking
 - ☐ Event Calendar
 - ☐ Payment Processor
 - ☐ Email Newsletter
 - ☐ Other
- ☐ Example websites that you like & why

Items needed before going live

- ☐ Google username and password:
I will be submitting your Google sitemaps, adding Google Analytics, Setting up form Captcha through your Google account
- ☐ Domain - If you do not already have one I can help you purchase it.
- ☐ Hosting - I offer Safe, Fast, and Secure hosting for WordPress websites

Goals for your website:

- 1.
- 2.
- 3.
- 4.
- 5.