



# WEBSITE DESIGN PROJECT CHECKLIST

Before we get started on your design project, there are a few things we need from you.\* You can think of this checklist as your to-do list in preparing for your website development. And if any of it seems confusing, don't worry. We're happy to help you. We want to make this process as simple as possible for you.



## **We need your logo.**

Provide us with a copy of your logo if you have one. (If not, we'd be happy to show off our logo design skills as well.)



## **Do you have a domain?**

Do you have a domain name? If so, we'll need to know what it is. If not, we can assist you in selecting and registering a domain.



## **What about a web host?**

If you already have web hosting, we'll need access to your server. If you don't have hosting, we can help you find the right solution. Knowing where your site will be hosted is vital to your development.



## We have a few questions.

If you haven't filled out our Website Questionnaire, now would be a great time to do so. It helps us understand what you're looking for in a website. It just takes a couple of minutes and you can find it here:

<http://www.jjrothdesign.com/website-questionnaire/>



## Content is key.

Have you thought about what you want your website to say? We need the text, images and even videos that you want to display on your site. You can use our handy website content form to help you put the pieces together. It's available on our website here:

<http://www.jjrothdesign.com/website-content-form/>

And you're done!

## Now we can get started on your project.

*\*By now you've probably already sent us the signed proposal and down payment for your project, but if you haven't yet, this is a great time to do so. These are essential to getting started and without them we can't proceed.*