

# Website Design Worksheet

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ PC \_\_\_\_\_

Include this address on website?  Yes  No

Phone \_\_\_\_\_ Include on website?  Yes  No

Cell Phone \_\_\_\_\_ Include on website?  Yes  No

Alternate Phone \_\_\_\_\_ Include on website?  Yes  No

Logo to include on website?  Yes  No

Incorporate business card design into website design?  Yes  No

Preferred colour scheme \_\_\_\_\_

Tag line \_\_\_\_\_

Sites that you would like your site to be similar to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photography services are available. Do you require photos of:

Staff  Storefront  Product

Other Photos \_\_\_\_\_

Would like stock photos from PrairieWebs (or other such as iStock Photos)

Will supply your own photos

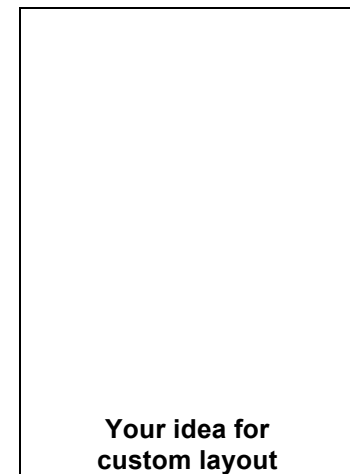
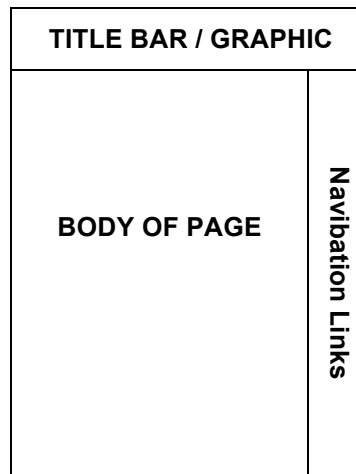
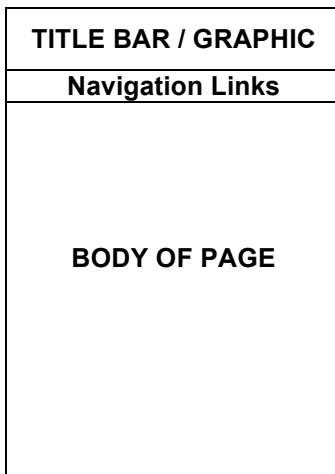
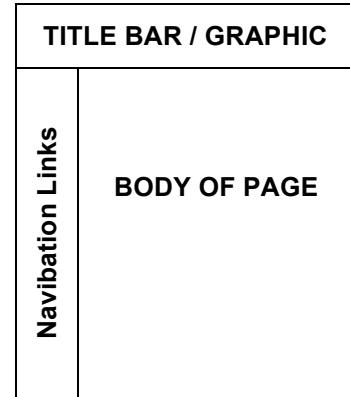
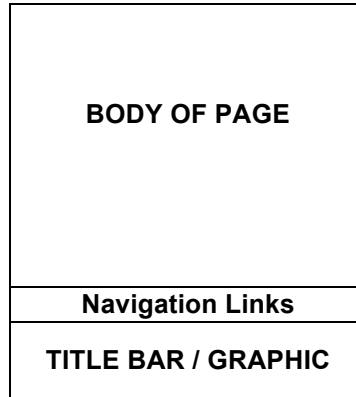
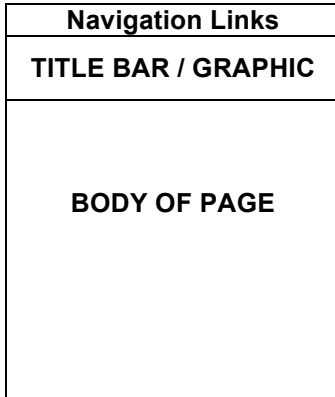
Your site will require domain registration and hosting services:

Need to register domain name(s) \_\_\_\_\_

Need hosting services

Require annual maintenance package (updates)

**Design Basics – a starting point:**



- Design taking whole page
- Design with border around it

**Navigation Links:**

- Text
- Buttons
- Drop Down Menu

**Webpages suggestions for your website:**

- ✓ Home Page (what makes company unique)
- ✓ Privacy Page
- Landing Page (to grab attention)
- About Us
- Staff – Board – Officers  Include Staff Photos
- Contact Us
- Photos
- Products
- Services
- Testimonials
- Links
- Retailers
- Shows – Events
- Tips
- FAQ
- Google Map
- Media Kit -
- Calendar
- Newsletter
- Mission Statement
- Warranty - Guarantee
- Ordering procedure – Return Policy
- Bragging Rights – Credentials – Accomplishments – Rewards

Other Pages: \_\_\_\_\_

---

**NOTES:** These are merely suggestions – each website has different needs.

Some of the above items can be incorporated into or combined with other pages

**Links for your website:**

**Business Associates** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Associations & Clubs** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Online Directories** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Media (such as Facebook)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Website Gadgets and Add-ons:**

- Require a PayPal shopping cart**
- Require other shopping cart \_\_\_\_\_**
- Google Analytics – will track visitors and more**
- Email set-up through domain**
- Message Board**
- Guestbook**
- Calendar**
- Clock – Time displayed**
- Current Date displayed**
- Currency Convertor**
- Web articles or news display**
- Weather display**
- Photo Album**
- Google Product Search**
- Animation, Music, Video \_\_\_\_\_**

**Social Media Networking**

- Facebook business page**
- Twitter – can update FB & Website at same time**
- Blog**

**Search Engine Optimization**

- Optimization pages including Site Map, ROR (Resource of Resource)**
- Meta Tags**
- Alt & Title Tags**
- Search Engine Submissions**