**Name**:

**Description**:

**Contact Name**: **Phone**:

**Project Title**: **ABN:**

**Preferred URL:** **Second URL option:**

**Target Audience**:

**Current Design, Website & Guidelines**:

**What design/website appeals to you**? Especially homepage designs

|  |  |  |
| --- | --- | --- |
| Supplied  | Description if required: | If no supplied, date expected? |
| **Text Supplied: Y/N** |  |  |
| **Photos Supplied: Y/N**(or photos required) |  |  |
| **Graphic Images: Y/N**(if required) |  |  |
| **Logos Required: Y/N**(Your/Partners/Supporters) |  |  |
| **Branding Required: Y/N** |  |  |
| **Domain Registration: Y/N**(including protection, promotion etc) |  |
| **Hosting: Y/N**($120 for www.bock.com.au) |  |
|  |  |

**Contact form email address:** (this is good to have this as another email address such as info@....com.au so that you can monitor which emails come from you website – this will only work well if you use something like Outlook or Thunderbird to have all email coming to one location).

**Please list additions to standard website**: such as social media feeds, do you want to sell items on your site, do you want a blog page, do you want readers to be able to share out blog post on social media if so which social media? Please share links to sites where you have seen these elements work in a way you prefer.

**Domain name and login** (if you have one otherwise I can purchase this for you):

**Website Hosting Company**: or I suggest sarah@bock.com.au. **Do you want me to manage and purchase hosting and domain for you?** If so, please list your preferred domain names

**Timeline:**

**Home page design and content**

Your home page is the window to your website and needs to feature important elements of your website. Keep the text short and clear on the home page and elaborate on other pages.

What website do you like?

What do you like about these websites?

What action do you want your viewer to do once they see your home page

* Learn more
* Sign up
* Subscribe
* Buy or donate
* Share

What could you have or update on your home page about that could link to more information on other pages

* What’s new
* Most useful information
* Most important

What elements do you want on your site? Which one of the below needs to demand the most attention?

* Do you want a slide show of images? What images do you want to use?
* Do you want a single image? What image do you want to showcase?
* Do you want a summary of your blog feed on your home pages?
* Do you have a quote from a happy customer that you’d like on the home page?
* Do you want your twitter feed on the home page?

Less in more on your homepage…

[Click](http://learn.hootsuite.com/hootsuite-university-video?utm_medium=email&utm_source=jumpstart&utm_campaign=js-free&utm_content=hoot100&_hsenc=p2ANqtz-9Qc2o6Kt94CpiwAeRIosCxJoQUtDC-tdcbCmIDxPXlaGSMIV4fbb1e15xUJFjpYvLQ3Ykn8H93xHStISxqTrLuUG3qAhkv0rEQU-s2DeuLrO5EZTc&_hsmi=6898280) here to watch a video on how houtesuite can support your social media efforts or [here](https://hootsuite.com/) to sign up for free.