

# Web Design Pre-Start Checklist

<https://www.impulshub.ie/blog/website-pre-start-checklist>



- LOGO - provide company logo
- DOMAIN NAME - provide registered domain name. This can take time to secure if you want an IE domain and don't have it yet, so make sure to take care of this in advance.
- DOMAIN REGISTRATION LOGIN - I will need the login details for the domain registration company. I can also be added as technical contact for your company and this will give me the same access.
- QUESTIONNAIRE - complete website questionnaire. This will get you thinking of your website, your goals, what you want on it and what you want to achieve. It will also help you think about the content you need to provide. You can complete the questionnaire here: <https://form.jotformeu.com/63572552218356>
- PAYMENT GATEWAY (optional) - if you plan to do eCommerce or use a payment system on your site, get your account setup before you arrive. Also have a think about pricing now. Some payment systems you might use are: Paypal, Stripe, goCardless
- COPY/TEXT - for each section of the website, provide the copy/text in MS Word or Google doc format. There should be one document for EACH section. Sections include: About Us, Products or Services, How You Work, Patient Section, etc. You can upload or copy these documents to your drive folder.
- IMAGES - provide any images that you want on the site. If you want professional photos for profile pictures or anything, make sure to have these taken and uploaded before our meeting otherwise it could delay your project. These can be uploaded to your drive folder.
- TESTIMONIALS - if you have client testimonials that you want on your website, upload these to your Google drive.
- PROFESSIONAL ORGANISATIONS - if you want icons of professional organisations that you may be a member of, you can either provide the logo itself or list the names of these organisations in an MS Word or Google doc. This should be uploaded to your drive folder.
- CLIENT LOGOS - if you want logos on your website from your own clients (we work with these fine clients ...), then you can either supply the logos themselves or just a list of the clients (in MS Word or Google doc) and I can retrieve them. This should be uploaded (the logo files or the list) to your drive folder.
- VIDEO (optional) - if you have video that you want on the website, make sure to have this done and completed before we start. Again, delays in receiving this could delay your project and may have financial implications. This can be uploaded to your drive folder.
- ANYTHING ELSE - if there is anything in particular that you want on your website, you should provide this now. Upload to your drive folder.

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