WEBSITE PLANNING DOCUMENT – HCHS Advanced Web Design

This document is created to help clarify communications between our clients and us. Once complete, please make a copy for yourself, and send us a copy. Thank you!

Contact Name: _____

Name of Organization: _____

Business Address: _____

Phone Number: _____

Email Address: _____

1) Domain Name and Hosting

Site Name:

Do you already have a domain name and hosting?

   If yes, what is the URL and web hosting service?

   If no, please contact us for domain name and web hosting assistance.

   Please list in order of preference three domain names that you would like.

   1.

   2.

   3.

2) Site Organization.

Please list the pages you desire. (I.e. About, FAQ, Services, Contact, etc.)

Total number of webpages:

3) Design Preferences

Do you have a logo that you would like incorporate?

Please email or send us a cd with your logo in a good quality (.gif, .jpg, .png, .ai, .psd, or .tif format). It would also be helpful if you would include any additional materials that you use for your organization, such as brochures, letterhead, etc. so that we may see how you like to present your organization.

Do you have a photo or other graphic that you would like to include in the masthead graphic?

If so, please include a copy in this packet or send it to us in an electronic format.

Do you have a typeface that you would like to include in any masthead graphic?

Do you have any color preferences that you would like us to incorporate?

Are there any other thoughts about the look and feel of the site that you would like to share?

4) Photos and Graphics

It is understood that you own the copyright to, or have permission from the copyright owner to use any photos or graphics that you supply us.

It is our opinion that photographs often greatly enhance websites. If you would like to include them, please send us photographs digitally or bring them by the school.

Please prepare captions for each photo and clearly label on which page you would like them to appear. Also, specify which photos are intended for which pages.

Would you like us to prepare any other specialized graphic elements? Please describe clearly in the space below.

5) Special Elements

Would you like to include any of the following?

_____ Forms

_____ Site Search

_____ Survey

_____ Poll

_____ Password Protected Section of your Site

_____ Blog

_____ Shopping Cart

_____ Flash Graphics

If you have additional elements that you would like included, please let us know:

6) Content

It is our experience that clients have a considerable amount of work to do in preparing content for their sites. We cannot be totally responsible for preparing your content, only assembling it onto aesthetically pleasing, easy to read Web pages.

For each Web page, please send us your final version of content. If needed, we may edit your content. Please keep each page within a limit of 1000 words.

7) External Links

Please include a list of any external links that you would like to have on your site, specifying on which page they should appear.

8) **Maintenance**

Along with initial design, our students also provide routine maintenance while school is in session. We have the ability to develop websites that our clients can also maintain themselves and will provide training if needed.

9) **Authorization**

I authorize HCHS Advanced Web Design to use this Website Planning Document as the basis of the project. On behalf of _____, I approve this plan.

Signature:
Date:

To begin your project we require a copy of this document. There are no contracts or binding agreements as the work completed by our students is free of charge, although we do recommend that a donation be provided to the student completing your project which helps them realize the value of their education. This is completely up to our clients and between the clients and students. The instructor is not involved with this process to any degree and donations go directly to the student(s).
Please email completed forms to scott.pace@harlan.kyschools.us, drop them off or mail them to: Harlan County High School, C/O Scott Pace, 4000 N. US HWY 119, Baxter, KY 40806

We look forward to getting working with you and creating your website!

Sincerely,

Scott Pace