



**C O'Malley & Associates LLC  
Association, Non-Profit, Club Website**

The following worksheet is to clarify your needs, desires and goals with regard to your Web site design. Don't worry if you can't fill it out completely - just leave what you aren't sure about blank. Please include (or send by email) your content, photos, and anything you would like included in the website. If this form is used for an estimate, please understand some items may be more time consuming to create than others, and to give you an accurate estimate of what it will cost, we need to know what you will be sending us.

Are you needing a redesign or a new Web site?

- Redesign, current site. URL:
- New Web site

Is this a brand new organization?  Yes  No

What types of members are you targeting?

What is the purpose of your site?

- Bring in New Members
- Support Current Members
- Educational, Training or Instructional
- Sell products or services online
- Promote our cause
- National Presence
- Educational
- Political-Community Service
- Other, Please Explain:

If you have an existing site, how long has it been online?

What is the nature of your organization's interests?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agricultural/Animal Rights-Welfare | <input type="checkbox"/> Religious/Interfaith           | <input type="checkbox"/> Funds & Charitable    |
| <input type="checkbox"/> Professional                       | <input type="checkbox"/> Men's or Women's Organizations | <input type="checkbox"/> Service Organizations |
| <input type="checkbox"/> Civic & Political                  | <input type="checkbox"/> Veterans                       | <input type="checkbox"/> Clubs                 |
| <input type="checkbox"/> Consumer                           | <input type="checkbox"/> Youth/Students                 | <input type="checkbox"/> International         |
| <input type="checkbox"/> Sports Leagues                     | <input type="checkbox"/> Self-help                      | <input type="checkbox"/> Social & Friendship   |
| <input type="checkbox"/> Historical/Geneological            | <input type="checkbox"/> Employee-Employer              | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Humanitarian/Peace                 | <input type="checkbox"/> Libraries & Learned societies  | <input type="checkbox"/> Gay/Lesbian           |
| <input type="checkbox"/> Media                              | <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Regional              |
| <input type="checkbox"/> Non-Profit 501(c)                  | <input type="checkbox"/> Dance & the Arts               | <input type="checkbox"/> Intellectual          |
| <input type="checkbox"/> Ethnic Organizations               | <input type="checkbox"/> Recreational                   | <input type="checkbox"/> Health Related        |
| <input type="checkbox"/> Industry/Manufacturing             | <input type="checkbox"/> Public Service                 | <input type="checkbox"/>                       |

What is your membership?

Will you need a membership listing?  Yes  No

Is this available in a database such as Excel, Access?  Yes  No

Database?

What will you want to do with your membership information?

How do you currently market your Organization?

Do you have a logo?  Yes  No

Do you have existing material for your Organization in the form of brochures, pamphlets, CDs, video, flyers, etc? If yes please explain:

**Check off pages/features you want below:**

- |   |  |
|---|--|
| <input type="checkbox"/> Home (everyone has at the very least one page) | <input type="checkbox"/> Search/Database                                     |
| <input type="checkbox"/> About Us/About the Organization                | <input type="checkbox"/> Political Action or Legislation                     |
| <input type="checkbox"/> Mission/Purpose/Policies                       | <input type="checkbox"/> Trade shows/Conferences                             |
| <input type="checkbox"/> Contact Us - forms and contact information     | <input type="checkbox"/> Programs/Activities                                 |
| <input type="checkbox"/> Membership                                     | <input type="checkbox"/> Business/Economy/Government Regulations             |
| <input type="checkbox"/> Downloadable Materials                         | <input type="checkbox"/> Staff or Officers                                   |
| <input type="checkbox"/> Password protected pages                       | <input type="checkbox"/> Community Service Projects                          |
| <input type="checkbox"/> Funding/Donations/Dues                         | <input type="checkbox"/> FAQs  |
| <input type="checkbox"/> News   | <input type="checkbox"/> Links Page (to other organizations, members, etc.)  |
| <input type="checkbox"/> Training/Education                             | <input type="checkbox"/> Advertising   |
| <input type="checkbox"/> Meetings & Events                              | <input type="checkbox"/> Awards  |
| <input type="checkbox"/> Issues/Development                             | <input type="checkbox"/> Newsletter  |
| <input type="checkbox"/> Service & Support                              | <input type="checkbox"/> Statistics  |
| <input type="checkbox"/> Informational Articles                         | <input type="checkbox"/> Join Now (database)                                 |
| <input type="checkbox"/> Press Releases                                 | <input type="checkbox"/> Careers   |
| <input type="checkbox"/> Achievements/Leadership                        | <input type="checkbox"/> Shopping pages How many items? <input type="text"/> |
| <input type="checkbox"/> Scientific/Regulatory Affairs                  | <input type="checkbox"/> Other _____   |

Main purpose of your website?

\*\*\*

**Images & Photos**

Approximately how many photos will be included?

Will you have a "staff page" and if so, how many biographies/photos?

How will these photos be supplied?  (e-mailed, postal mailed photographs that need scanning, on CD?)

Do you have a logo? Yes  No  Will you want us to create one? Yes  No

**My budgeting priorities are:** (choose ONLY 2)  Good  Fast  Cheap

Please select the budget you had in mind for designing your web site? (we ask because it helps us prioritize your website needs so that we can concentrate on the features most important to you first)

- <\$700 (1-2 page business card site)
- \$700-\$1000 (2-3 page static site)
- \$1000-2500 (simple CMS site)
- \$2500-5000 (simple ecommerce site)
- \$5000-10,000 (complex dynamic site)
- >\$10,000 (very complex dynamic site)

Will you want to market your web site as a business?  Yes  No or Community service  Yes  No

Will you need us to update your site periodically?  Yes  No, I know HTML and can do it myself  I'd like an easy way to do updates myself such as a CMS (content management system)

**Getting found & Statistics:** Do you want RSS feed?  Yes  No Will you import RSS feeds?  Yes  No

Google XML Site Map?  Yes  No Robot Text (keeps search engines out of some areas)?  Yes

No Google Analytics software for tracking?  Yes  No Yahoo Analytics?  Yes  No

Facebook page for your business?  Yes  No Blogging software?  Yes  No

Meta tags & keywords?  Yes  No Optimized pages (with keywords you provide)?  Yes  No

Permanent redirects from a previous site?  Yes  No (How many pages approx?)

Do you want to have access to your server's log for statistical purposes?  Yes  No

**Timeframe:** When will you want your site to be complete?   I'm flexible  Don't know

**Special offers:** Would you like to use a special offer we've advertised? Which one?

**How technically savvy are you?**  beginner  comfortable with email & internet only  very savvy with most programs such as Word or Outlook  I've built my own simple website with a program such as Front Page or Sitebuilder

**Every website has a "style" or "look" that evokes feelings about the company. What sort of style do you want to project to your visitors?**

**What "style" do you want to portray?** (all that apply)

Elegant

Stylish

Corporate

Children's

Hi-Tech

Professional

Plain

Pastels

Serious

Clean & Simple

Offbeat-unusual

Flashy w/Movement

Themed with

buttons/graphics

Whimsical

Conservative

Colorful

Respectful

Monochromatic (1 color)

Like others in my industry

Artsy/Innovative

Bright & Fun

Geometric

Soft/muted

Retro

Not Sure

Other

Please describe

Please list some Website URL's you like:

Please list some Website URL's you DO NOT LIKE

Where do you want the navigation?  Top  Side  Bottom  Right (check all that apply)

Do you prefer a "busy" site with lots of information and links packed on the page, or a simple site with a clean look?

Busy  Simple  Somewhere in the middle  Leave room to add items later

I prefer sites that fit on all screens even if there's blank areas  I want to use every available space

Do you have color preferences?

Do you want a search box? Yes  No  Will you want statistics? Yes  No

What would you like the statistics track? (Stats cannot tell you the name or email of visitors unless you specifically ask for and are granted that information – typical is screen resolution, operating system, IP address, country of origin)?

### Collecting Information

Will you want to collect information from visitors to your site? Yes  No

Such

as?

Will this information be Emailed to you  Collected in a database for later use

Do you desire to send newsletters to visitors? Yes  No  Do you want a “favicon” (custom icon)?  Yes  No

If you intend to collect information from visitors, law requires you provide a Privacy Disclosure statement somewhere on your site. (make sure you check that as one of your pages)

### Content

We will need your text and photos to provide content to the pages. Please send finished, proofread copy, preferably in digital format (in email, word or plain text files on CD, Zip or email). Written content is important for search engines to find your site. Please provide content clearly labeled as to which page you'd like the information placed on.

Will you need copywriting assistance?

Yes  No

I would like Custom error Pages (instead of getting a generic 404 Page Not Found, you will get one that redirects visitors back to your site (if hosting compatible). These can be even quite fun reflecting the personality of the site owner though their function is to keep you on the site even if a page moves.

### Additional Features you may be interested in using on your site:

- I-Frame content (include content from other sites in your site)
- Pop-up windows
- Weblog (a blog is a way to keep content fresh easily)
- Login/Password protected areas
- RSS Feed (broadcast information to worldwide feeds for distribution)
- Web cams (real time video)
- Photo galleries
- Flash masthead, banner or splash page
- Flash Pages (this is the ONLY way you can really protect your photographs and images from theft)
- Privacy statement (should be included in all websites per the law)
- Masked photos (decorative element added to photos to make them stand out – such as a soft fade effect or cutout effect)
- Webcast/Video information (video is either downloaded or streaming. Streaming requires special server capabilities)

### Database and Interactivity needed

If your project requires any interactivity that will need a back end database, please describe your needs specifically as possible below. Examples of database functionality are log in areas where users can populate information and record storage/manipulation/retrieval.

Explain the type of functionality you'll need. Be as detailed as possible

### Hosting, Domain & Email Services

We recommend to our clients web hosting services tailored to their specific needs and can assist with finding and setting up hosting. We recommend hosting on your local dial-up ISP or FREE hosted sites ONLY if your page is very simple and basic since they are usually not well-prepared to meet specialized business site hosting needs. We can recommend a Web host service for you in your price range. Your hosting and domain are not included in your web design costs; they are an ongoing yearly charge.

**Hosting:** If you have special needs or requirements are related to bandwidth or storage, you may require a virtual dedicated server so your increased bandwidth doesn't impact others on the host machine. Generally we recommend shared hosting for most clients and the provider and features needed will depend on what you plan to do with your website.

Do you currently have hosting or know where you would like the site hosted? Yes  No

If you have hosting, do you have log-in and ftp information to access the hosting? Yes  No

If not, can you obtain this information? Yes  No  Explain any special circumstances:

Would you like us to obtain hosting for you? Yes  No

About how much are you willing to spend per month?   Don't know

How much traffic do you expect per day? 1-10 visitors  10-100 visitors  More than 100 visitors

Do you have any ideas regarding your need for bandwidth?  Storage space?

Any features that are important to you? (speed, downtime, telephone tech support, spam control, specific programs, etc.)?

**Domain name:**

Have you purchased a domain name? Yes  No  Name?

Do you have the log-in information to your registrar? Yes  No  Can you obtain this? Yes  No

If not, would you like us to obtain a domain name for you? Yes  No

If so, first choice  2<sup>nd</sup> choice

Preferred domain extension: ([www.yourname.ORG](http://www.yourname.ORG))  .org  .com  .net  .info  .biz  Country of origin (.ca = Canada for example)  .name  .sr (Seniors)  .us (USA)  .ws (website)  .md (healthcare)  .cd (music industry)  .cc (similar to com)  .am (radio station) Note: domains other than .com/.net/.org are usually more expensive to purchase. If a domain is taken, is may still be available on a secondary market at additional cost.

Should we pursue this if your first domain choice is not available? Yes  No

Shall we obtain any derivatives of that name?  org  net  biz  com  us if available? Yes  No

Will you want email accounts with your domain names? Yes  No  If so, how many?

Will you want auto-responders on those email accounts? Yes  No  Spam filters? Yes  No

Will you want those accounts to feed into your current email account, or be "POP" mail – set up in your mail program or online access?  Forward to current email  POP Mail  Online Access or Webmail

**We will require a Credit card on file to obtain a domain name and/or hosting for you as well as any required software that pertains to your site. Credit Card information cannot be sent through email, it must be provided over the phone or by postal mail (email is NOT secure).**

**Site features:**

The following are features that are commonly used on websites. Please check any you desire. If you are not sure or don't know what they are, leave unchecked.

**Scripting & Interactive Software Features**

- Informational articles to download (PDF or HTML) How many?
- Events Bulletin Board
- Events Calendar
- Community Chat Room
- Counter/Traffic Meter
- Files for Download
- Guestbook
- Web Cast
- Media Streaming
- Password Protected Area
- Image Rollovers (change look, position or color when clicked on)
- Video/Audio Streaming
- Virtual Tours
- Mailing List Software
- CMS (content management system)
- Search Site
- Form Validation
- CAPTCHA (discourages spambots from filling out bogus forms)
- Scrollers & Sliders for images
- Ecommerce
- Find Nearest Location
- ASP, PHP, Perl and other programming for custom applications
- eFriend Scripts (dating, community)
- Search by Zipcode
- Education (create online courses)
- Wiki (collaboration tool)
- Blogs (personal publishing tool)

- Community Software with login
  - Classified Ads
  - Customer Relation software
  - Discussion Boards
  - Billing Software
  - Auctions
  - Email Newsletter
  - Booking Software
  - Interactive Maps & Directions
  - Helpdesk
  - Journal
  - Live Help
  - Polls/Surveys
  - Classified Advertising
  - Banner Rotator
  - Photo Albums
  - Cost estimation script
  - FAQs Generator
  - Image Galleries
  - Project Management
  - Scheduling
  - Industry Specific
- 
- Other - Explain:
- 

**Complete this section only if you plan to have visitors buy or pay for items from your website.**

**Paypal Donation, Subscription, Shopping Cart or Payment Link**

To accept credit cards through Paypal you will need a Verified Business Paypal account or be willing to set one up. Email address and Paypal log-in information is required to provide a working link that will pay into your Paypal account.

Do you have a Paypal account in place? Yes  No

Will you be taking payment online through Paypal or another source?

Paypal  Other Payment Source  Will not be taking payments online

Type of link:  Donation  Product Purchase  Donation  Subscription

Will you require a shopping cart? Yes  No  Number of products?

With the Paypal shopping cart you can use up to 2 custom fields used for all items. (ie: color, size)

1.  2.

**Simple Ecommerce Site (Paypal or no shopping cart) No more than 5-10 items**

Will you want to take credit cards apart from Paypal?  Yes  No

Do you have a payment provider in mind?  Yes  No

What Features will you need in your shopping cart?

About how many products and what types of products will you sell?

Will they be unique, one of a kind items or will you have many of the same thing?

Will you need additional criteria such as size, framed, unframed, color for each item? (If so, what)  Yes  No

Will your items need categorizing (tshirts, sweats, patches)  Yes  No

We will need prices and descriptions for each item.

Will you want other features in your shopping cart such as coupons, sale items, "most popular" items featured?

What features will you need?  Yes  No Which features?

Will you want mailing list capability (this may or may not be included in a shopping cart)?  Yes  No

### Contact & Response Forms

Sometimes you might want interested persons to contact you. A reply-type form uses different kinds of programming. We can add a response form to one of your pages. This is done from the server with PHP, CDO or CDONTS. Which you can use is dependent upon the server's capability. **Note:** You can set up sites that use the response form as an order form, but it will not include a secure server and secure order pick-up, so you cannot take credit card or any sensitive information in this way. This may be fine for requesting literature, information, etc. We charge extra to set up a secure ordering system.

I would like a form:  Yes  No

Email to submit to  (email address)

Form's fields (check all you want):  Name  Address  Country  Phone  Email  Comments  Other Fields?

Page to put form on:

**Other features you might want on your website. If you think you might want them, check the box. It's ok if you do not know what something is, don't check it.**

### Popular small script features:

- News feeds
- RSS
- Printer friendly pages
- PDF pages
- Scroll boxes
- Popup Windows
- Links to other sites' databases
- Page redirect
- Watermark background
- Hide email from spammers
- No explorer Image bar
- Static Map
- Bookmarks
- Copyright
- Small feedback form
- PNG replacer (for PNG images)
- No Right Click
- Colored scrollbars in IE5 only
- Static background in IE only
- Marquee
- Counter
- No Right Click (makes it more difficult to steal images)
- Sound files (auto play)  MP3  Midi  WAV  MPEG Video (you MUST be the copyright owner to use MP3's on your site)
- Browser detection & redirect
- Java applet (ie: shimmering lake)
- Translation link
- Text Rollovers (text changes color on click)
- Something else?

**Flash is an interactive and very classy way of presenting images and content on your website. It is also fairly expensive. It is used to draw attention to important items or just make your website stand out from the crowd. It is not particularly search engine friendly so we do not recommend doing an entire site in Flash.**

**Flash & Splash** I would like to include:

- Flash Movies ( a secure way to copy protect movies)
- Flash Splash Pages (fancy introductions)
- Flash Banners (to draw attention to important links or areas of your site)
- Flash Games or Interactives

- Onsite People (*people that appear to be alive on your screen talking to you*)
- Disjointed rollovers (*mouse over a picture, and the text changes is an example*)
- Please describe anything else you need:

**Alternative Advertising**

Would you be interested in printed materials to match your website?  Yes  No

Your website on CD as a promotional tool or backup?  Yes  No  Promotional tool  Backup

Basic Search Engine Optimization services?  Yes  No (this includes title tags, basic submissions – it does NOT include keyword searches or optimizing, submissions to many search engines, meta tags or XML site maps)

**Copyright**

Do you have copyright or license to your current site?  Copyright  License  Don't know  Neither

**Maintenance**

Website creation does not include future updates. If you are interested in a maintenance package, let us know. We have several inexpensive packages (as well as pay-as-you-go updating) available that can keep your website fresh, interesting and up to date. Many clients will occasionally add a page now and then as their business grows so that their web presence keeps pace with their brick-and-mortar business. Will you be interested in maintenance services? (we have discounted rates for signing up for 1 year of maintenance services – standard pay-as-you go services are at our regular rate).

I think I would like a maintenance package and would like to talk to you about what is available?

Yes  No

**Is there anything else** you'd like us to know, want to add or would like to include that we haven't covered above? Please describe what you desire:

**The content described within is confidential and the form shall not be used, disclosed or reproduced, in part or in whole for any reason other than for us to estimate or create your web development needs. Estimates are based on information provided in this document and are subject to change if the scope of the project changes.**

**Your Contact information:**

Name

Business/Org:  Phone

Address:

Email

When will you be ready to get started?  Expect completion?

**This form outlines our plans for our website.** On behalf of \_\_\_\_\_ I have authority to approve the above plan. I authorize C O'Malley & Associates Web Design LLC to use this information as the basis of the project in accordance with the Web Site Development Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_