



**C O'Malley & Associates LLC  
Basic Website Worksheet**

The following worksheet is to clarify your needs for a CUSTOM wedding website. We do not use templates. Please outline your desires and goals with regard to your Wedding 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.

What is the date of your wedding?

Number in the wedding party?  Date you want website live?

What is the purpose of your site?

- For far away friends and relatives
- A gift from someone or to ourselves
- To show off my photos
- Other, Please Explain:

Do you or the groom have a Myspace or Facebook page you'd like to link to?  Yes  No

Do you or the groom have a blog?  Yes  No About?

Will you want an event calendar?  Yes  No

Will you want music on the site?  Yes  No Songs?

(Please be aware that .mp3's will typically require royalties or you must own the copyright - this is strictly enforced. Midi music is usually not enforced so stringently, though there is a possibility you may have to pay royalties for any music on a website if you do not own it).

Are you interested in a live wedding cam?  Yes  No How many?

If yes, at the  Service  Reception Do you have someone that can set the cam up?  Yes  No

Will you want any Flash banners or videos?  Yes  No If yes, how many?

Will you want a message board for friends and family to post on?  Yes  No

Do you want a Photo Gallery  Yes  No

Will you need assistance coming up with content to place on the website?  Yes  No

Have you considered maintaining a Bride's Blog for new content?  Yes  No  What's a blog?

**Check off pages you want below:**

- Home (everyone has at the very least one page)
- About Us
- Guestbook
- Contact Us - forms and contact information
- Wishlist
- Downloadable Materials (ie: programs, song lists, etc.)
- Password protected pages
- Photo Albumn  Link to Picassa or other photo albumn
- Reception menu page

- Service Program Page
- Attendants' Page
- Hobbies or Pet pages
- Family pages (Bride's family, Groom's Family)
- "Wall" for visitors to write messages on
- Videos Downloadable or Streaming
- Links Page –Our favorite links
- Friend's page
- Journal or Bride's Blog
- RSVP Form
- Honeymoon page
- Other

Wedding colors:

Wedding theme:

Do you want a hit counter?  Yes  No

How long will you need the site available?  one month  3 months  6 months  longer

**Images & Photos**

Approximately how many photos will be included?

Will you be linking to a photo site (ie Picassa, Kodak)  Yes  No

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

**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

**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 your wedding. What sort of style do you want to project to your visitors?**

- What "style" do you want to portray? (all that apply)**
- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Plain                        | <input type="checkbox"/> Whimsical                  | <input type="checkbox"/> Bright & Fun |
| <input type="checkbox"/> Pastels                      | <input type="checkbox"/> Conservative               | <input type="checkbox"/> Geometric    |
| <input type="checkbox"/> Serious                      | <input type="checkbox"/> Colorful                   | <input type="checkbox"/> Soft/muted   |
| <input type="checkbox"/> Clean & Simple               | <input type="checkbox"/> Respectful                 | <input type="checkbox"/> Retro        |
| <input type="checkbox"/> Offbeat-unusual              | <input type="checkbox"/> Monochromatic (1 color)    | <input type="checkbox"/> Not Sure     |
| <input type="checkbox"/> Flashy w/Movement            | <input type="checkbox"/> Like others in my industry | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Themed with buttons/graphics | <input type="checkbox"/> Artsy/Innovative           |                                       |

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)?

**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

Would you like these extra features:

- 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)
- Interactive map showing locations (Google maps)
- Local Hotel information for out of town guests

**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

**You may have guests give monetary gifts through your website. Complete this section only if you plan to have visitors pay 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

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  RSVP info  
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:**

- |   |  |
|---|--|
| <input type="checkbox"/> Printer friendly pages   | <input type="checkbox"/> Marquee (scrolling text)  |
| <input type="checkbox"/> PDF pages                | <input type="checkbox"/> Counter   |
| <input type="checkbox"/> Scroll boxes             | <input type="checkbox"/> No Right Click (makes it more difficult to steal images)  |
| <input type="checkbox"/> Popup Windows            | <input type="checkbox"/> Sound files (auto play) <input type="checkbox"/> MP3 <input type="checkbox"/> Midi <input type="checkbox"/> WAV <input type="checkbox"/> MPEG |
| <input type="checkbox"/> Watermark background     | Video (you MUST be the copyright owner to use MP3's on your site)  |
| <input type="checkbox"/> Hide email from spammers | <input type="checkbox"/> Java applet (ie: shimmering lake)   |
| <input type="checkbox"/> No explorer Image bar    | <input type="checkbox"/> Translation link  |
| <input type="checkbox"/> Static Map               | <input type="checkbox"/> Something else? <input type="text"/>  |

**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:

**Other items**

Would you be interested in custom wedding announcements to match your website?  Yes  No

Your website on CD as a memory gift?  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 \_\_\_\_\_