

Prep Guide for Redesign

Please gather all information that is relevant to your website and consolidate it in a Word document or similar format. The site content is the most important piece here. Please have all of the following items ready before your scheduled day. Feel free to ask any questions; reach me at 707-536-1196.

Logins Needed

- **Domain Registrar**

Username and password needed. Usually with GoDaddy, Network Solutions or another company where you purchased domain name.

- **Hosting**

Where is the site currently hosted? Please provide the username and password for this account. This could be GoDaddy, Bluehost, HostGator, etc.

- **Miscellaneous Logins**

Please provide logins to any other services related to your website. This includes your current WordPress login, Social Media logins, PayPal, Google Analytics, MailChimp, 3rd party shopping cart or any other service.

Design/Strategy Questions

- **What are you trying to accomplish with your redesign?**

A more modern look and feel? Making your site mobile friendly? Need to change messaging? Adding content management?

- **Website Content!**

Are you keeping all of your current site content and page structure? Are you adding new pages? Are you keeping all current content for each individual page? For new content, please provide all text, images or other media. Please provide in an organized format to ensure project efficiency.

- **Design Choices**

Do you have specific design preference? Fonts, colors or patterns you would like to use? Please provide one site you like and one you don't like.

Payment Schedule: 50% deposit due to schedule day; remaining 50% due morning of build.

Sample Schedule

The schedule below will give you an outline of how the day progresses. Each project is different, but we should stay on top of the major deadlines throughout the day. You may also shift time; more design revisions for less page formatting or more training and less design - it is up to you. If the day goes over the 5pm deadline, additional hours may be purchased for \$100/hour. **You are needed for the items in bold below.**

Morning

| | |
|--------------------|--|
| 9:00-9:30 | Review required materials from prep guide. Talk design. |
| 9:30-11:00 | Site design mockup started. |
| 11:00-11:30 | Review design and make revisions. |
| 11:30 | Final approval of design. |
| 11:30-12:00 | Setup development site, install theme, create site navigation. |

Afternoon

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|-------------|--|
| 12:00-12:45 | Lunch. |
| 12:45-1:45 | Finish dev site setup homepage completion. |
| 1:45-3:30 | Add content and format pages. |

Early Evening

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|-----------|---|
| 3:30-4:30 | Setup plugins/3rd party integrations |
| 4:30-5:00 | Final site revisions and testing. Launch website to hosting. |

Plan to take a call at 9am on your build day to review materials and talk design. We will be using a chat system, Slack, to communicate throughout the day. An invitation to join the chat will be given the morning of the build.

The site will be built on a development server where you can see the progress and give feedback at anytime throughout the day.

Looking forward to the build!!