

## Website Design Worksheet

This worksheet will help you to determine your goals for your website – what you hope to accomplish with your site, and what type of website you would like. The answers to these questions will help you discuss your website with me or another designer.

### Your Business and Your Goals:

1. What type of business do you have?
2. Who do you want to reach with your website? What are your customers or clients like?
3. Do you currently have a website? What is the URL?
4. Who are your competitors? List their websites.
5. What do you hope to accomplish with your website design? Why do you want a website? What is its purpose?
6. Do you have a brochure describing your business? Do you know what you want your website to say or will you need to write the copy?
7. Do you have a logo design for your business that you would like to use on your website? (None is needed, but if you have one, the website design should complement it.)

### Your Likes and Needs:

1. List any websites that you like. Which features appeal most to you?
2. Are there any website design features that you don't like? Why?
3. Are there any colors that you prefer? (Colors, light or dark site?)

4. Are there any styles that you prefer? (Sophisticated, casual, fun, serious, distressed, pretty?)
  
5. What features are necessary for your website? (Some examples: contact us, newsletter sign up or opt-in form, links to social media, calendar, blog, product lists, e-Commerce, podcast or sermons, videos, photo album, newsletter, staff contact info, other) Are there any extra features that you need on your website?  
Note: Every business website should have contact form, a newsletter sign up opt-in form, and a blog for marketing.
  
6. Do you know what pages you need or want for your website or blog design? Some examples are: Home page, About, Staff, Services, Products, Contact, Photos, Videos, FAQ, How To, Testimonials, Links, Blog, News, Sales Page or Landing Page. Do you have the content for your pages?
  
7. Do you want to be able to update your website content yourself? Will you want someone else to update your website for you?
  
8. Do you need an e-commerce website design? Do you need a donation button?
  1. What are your products?
  2. How many products are you selling?
  3. How frequently does your product listing change?

### **Your Contact Information:**

Your Name:

Your Business:

Email address:

Phone number:

Mailing address:

Do you have a website domain name (website address)? What is the URL?

- ✦ Note: A website can be created for nearly any budget. Please see [AmethystWebsiteDesign.com/services](http://AmethystWebsiteDesign.com/services) for more information.