



Parish Web Site Design and Development Questionnaire

Clear communications and careful planning greatly increase the potential success and impact of a web site. The following questions are designed to help you start thinking about what is needed for your site. You may not know exactly how to answer all of them and that is okay, but please take the time to answer as many questions on this worksheet as you can.

Please complete this form with input from your pastor and any other related individuals or groups. If more space is needed, please feel free to attach additional sheets or supplements.

Name:

Parish:

Address

City or Town

Phone:

Email

Contact Information

Who is the contact person responsible for overseeing your participation in the web site development? List name and contact information for this person.

Who has final approval on the project? List name and contact information for this person.

Requested Services

Website Design

Website Hosting

Website Redesign

Email Hosting

Email Marketing

Credit Card Processing

Social Media Site Setup

Other

Domain Name

Do you have a domain name for your site (i.e. <http://www.myparishname.com>)?

- Yes
- No

If you already have a domain name, please provide it in the space below.

If you do not already have a domain name, would you like our assistance developing one?

- Yes
- No

If you would like our assistance developing a domain name, please list a few ideas for names in the box below.

Purpose of Web Site

What do you hope to accomplish with this website?

Who will the typical visitors to your web site be? (This is your “target audience.”) Please list any information you think may be relevant such as age, gender, education level, etc.

Website Content

Content is the information and features you include on your website. Please visit www.dio.org/it for examples of websites we have developed.

Do you already know what pages you would like to have? If so, please select all that apply.

- | | | | |
|--|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> About Us | <input type="checkbox"/> Mass Schedule | <input type="checkbox"/> Calendar | <input type="checkbox"/> Bulletins |
| <input type="checkbox"/> Photo Gallery | <input type="checkbox"/> Councils/Ministries | <input type="checkbox"/> Blog | <input type="checkbox"/> Directions |
| <input type="checkbox"/> Sacraments | <input type="checkbox"/> Faith Formation | <input type="checkbox"/> Other | |

What items do you already have that we can use on your website? Please select all that apply.

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Existing Website Content | <input type="checkbox"/> Brochures | <input type="checkbox"/> Bulletins |
| <input type="checkbox"/> Fliers | <input type="checkbox"/> Text on Disk | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Forms | |
| <input type="checkbox"/> Other | <input type="text"/> | |

Note: Please make sure you have the legal property or usage rights of any content, graphics or photos you wish to display on your web site!

Tip: The professional appearance of your web site has a lot to do with the photos or graphics you choose.

Website Maintenance

How frequently do you plan on updating the content of your website?

- | | |
|----------------------------------|----------------------|
| <input type="checkbox"/> Daily | |
| <input type="checkbox"/> Weekly | |
| <input type="checkbox"/> Monthly | |
| <input type="checkbox"/> Other | <input type="text"/> |

Website Appearance

Do you have a preferred color scheme for your website? Please select all that apply.

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> Parishes/Schools logo colors | <input type="checkbox"/> Blues | <input type="checkbox"/> Greens |
| <input type="checkbox"/> Yellows | <input type="checkbox"/> Oranges | <input type="checkbox"/> Reds |
| <input type="checkbox"/> Purples | <input type="checkbox"/> Black and White | <input type="checkbox"/> Other |

If you have an digital version of your logo, please submit it with this questionnaire.

Site Map

Developing a site map prior to development on your site helps you envision not only how the content of your site will be laid out, but also help generate the actual content itself. Please describe your site map in the space below. This will not be the final site map but will be a good place to start and get the development process rolling.

Sample Site Map

Home
Menu Item 2
Menu Item 3
-- Submenu Item 1
-- Submenu Item 2
Menu Item 4

Beginning Site Map



Thank you for taking the time to answer this questionnaire and please let us know if you have other comments, questions or instructions!