

## **STEP ONE - Website General Questions**

- What is the main goal of your site?
- What purpose will it serve?
- Why are you creating a website?
- How will your website accomplish the above?
- How will you present your information so viewers will care about your organization?

## **STEP TWO - Creating the Content for Your Site**

- Who are you? Who is your organization?
- What do you or your organization do?
- Why do you or your organization do it?
- Is there anything that makes you or your organization stand out? Anything unique?
- What do you want the person viewing your site to do?
- How do you want people viewing your site to feel? How should they feel?
- What content do I need for viewers to be inspired, informed, challenged, act etc.?  
(Possible page titles of menu structure)

## **STEP THREE - Designing your Site – Action Steps**

- Find websites you like that will represent your vision and record the links.
- What colors and images do like or associate with your organization?
- Do you have a Logo? If not, any ideas?
- What is your slogan, key phrase, or main scripture verse?

## **Step Four – Start Physical Site Creation**

- Create Home Page Design & Content – Partner Review
- Create & Arrange a Menu Structure (Navigation System)
- Load Content
- Quality Control
- Partner Review
- Make Adjustments
- EZCMS Training

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