



One-week website checklist

This file was created as an easy checklist to give you a clue of what you will need to start preparing for your one-day website build.

If you find yourself getting frustrated, can always contact us via email and we will assist you and answer any questions you have.

Here is a rundown of what is required

1. You need to purchase your domain name; this is the name you want to you use or your business name. If you don't know where to purchase a domain, we recommend [Name Silo](#). Click on the name to go to the site.
2. You need to purchase a hosting plan; hosting is where your website will be live on the internet and where your files will be housed. If you don't know where to purchase hosting, we recommend [SiteGround](#). Click on the name to go to the site.
3. What kind of design would you like? Layout etc. Not sure? Email us, and we can help you decide, we can show you some examples.
4. Setup your Social Media accounts if you have not done so already. Ex. Facebook, Twitter, Instagram, YouTube.
5. Setup your email list management – such as MailChimp, Constant Contact etc. Create your first list, please note if you choose not to have a newsletter or a mailing list you can have a contact form and this step can be omitted.
6. Put together the required files and details needed for your website.
7. Put together the images you want to use on your site? Make sure that the images will look professional and have a minimum size of 1200x900. If you are not sure about what images you want to use or where to look, we can help you with this for an additional fee.
8. Write the content you want to have for each page of your website, make sure you check all spelling and grammar. If you are not sure what to write, we can help you write the content for an additional fee.
9. Complete your one-day website guide and send all your content images etc. via Dropbox, Google Drive or OneDrive.
10. Sit back and wait with excitement for your one-day website build day, we will be building a fantastic website together.

11. Enjoy your website and here's to an outstanding long-term relationship together!

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