



# Office for Information Technology

Dan Gauwitz, Director

## 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**

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### 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](http://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.

About Us	Mass Schedule	Calendar	Bulletins
Photo Gallery	Councils/Ministries	Blog	Directions
Sacraments	Faith Formation	Other	

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

Existing Website Content	Brochures	Bulletins
Fliers	Text on Disk	Photographs
Graphics	Forms	
Other		

**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?

Daily  
Weekly  
Monthly  
Other

### **Website Appearance**

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

Parishes/Schools logo colors	Blues	Greens
Yellows	Oranges	Reds
Purples	Black and White	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!