



**2131 Capitol Ave., #306
Sacramento, CA 95816
916.443.5395**

ORGANIZATION ONLINE SOLUTION SURVEY

Website Development Guide

This website development guide provides Capitol Tech Solutions with valuable details about your new website's design goals. We will use the information gathered here to create a design that best fits your brand, your users, and even your competitors.

Don't worry if you leave some sections blank, this web development guide is designed to be as detailed and specific as you desire. Fill out only the areas in which you can supply detailed information, the remainder can be completed at a later time.

Organization Information

Name of Organization:

Phone:

Address:

City:

State:

Zip:

Primary Contact:

Email:

Website URL:

Intended Launch Date:



2131 Capitol Ave., #306
Sacramento, CA 95816
916.443.5395

Goals & Objective

List what you like about your current site:

List what you dislike about your current site:

List your goals & objectives for the new site:

About Your Website Users

List up to 3 types of users who will be accessing your site, along with a specific service or feature you would like incorporated for that specific user (e.g. Members, Media, Parents):

User Type 1:

Service / Feature:

User Type 2:

Service / Feature:

User Type 3:

Service / Feature:



2131 Capitol Ave., #306
Sacramento, CA 95816
916.443.5395

About Other Websites You Like

By reviewing other similar sites, we will be able to design/develop a plan for you that will enable you to have the latest tools. Detail your likes and dislikes about other websites. Key design pieces t point out can include, but are not limited to,

the following: navigation, layout, colors, typography, usability, responsiveness (how it appears on different screen sizes and devices), features/functionality, animation and effects.

Organization Website #1:

URL:

Comments:

Organization Website #2:

URL:

Comments:

Organization Website #3:

URL:

Comments:



About Desired Look and Feel

How do you want your website to appear to your site's visitors? What perception do you want to give viewers? Do you want to be modern and cutting edge or more familiar and friendly? What is your organization's main message, tagline, or slogan?

Content

How would you like your site's written content to be gathered?

How would you like your site's images and other media to be gathered?

Which summary sections do you want on the home page?

- | | | | |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Testimonials | <input type="checkbox"/> YouTube Video | <input type="checkbox"/> In the News | <input type="checkbox"/> Upcoming Events |
| <input type="checkbox"/> Blog | <input type="checkbox"/> Press Release | <input type="checkbox"/> Google Maps | <input type="checkbox"/> Gallery |
| <input type="checkbox"/> Social Media feed(s): i.e. Facebook, Twitter, Instagram | | | |



2131 Capitol Ave., #306
Sacramento, CA 95816
916.443.5395

Your Organizations Identity

Send us examples of your company's identity:

- letterhead
- company flier / brochure
- business card
- logo specifications
Include colors / proportions / legal marking [TM / © / ®]

You may send the above in any format which you have available. Preferred digital formats are » jpg; gif; psd; doc; pub; pdf.

Final thoughts or Comments:

CAPITOL TECH SOLUTIONS

Address: 2131 Capitol Ave., #306
Sacramento, CA 95816

General Contact: 916.443.5395

Fax: 916.442.3616

General Email: info@capitoltechsolutions.com

Please do not hesitate to contact us if you have any questions about completing this form.



2131 Capitol Ave., #306
Sacramento, CA 95816
916.443.5395