

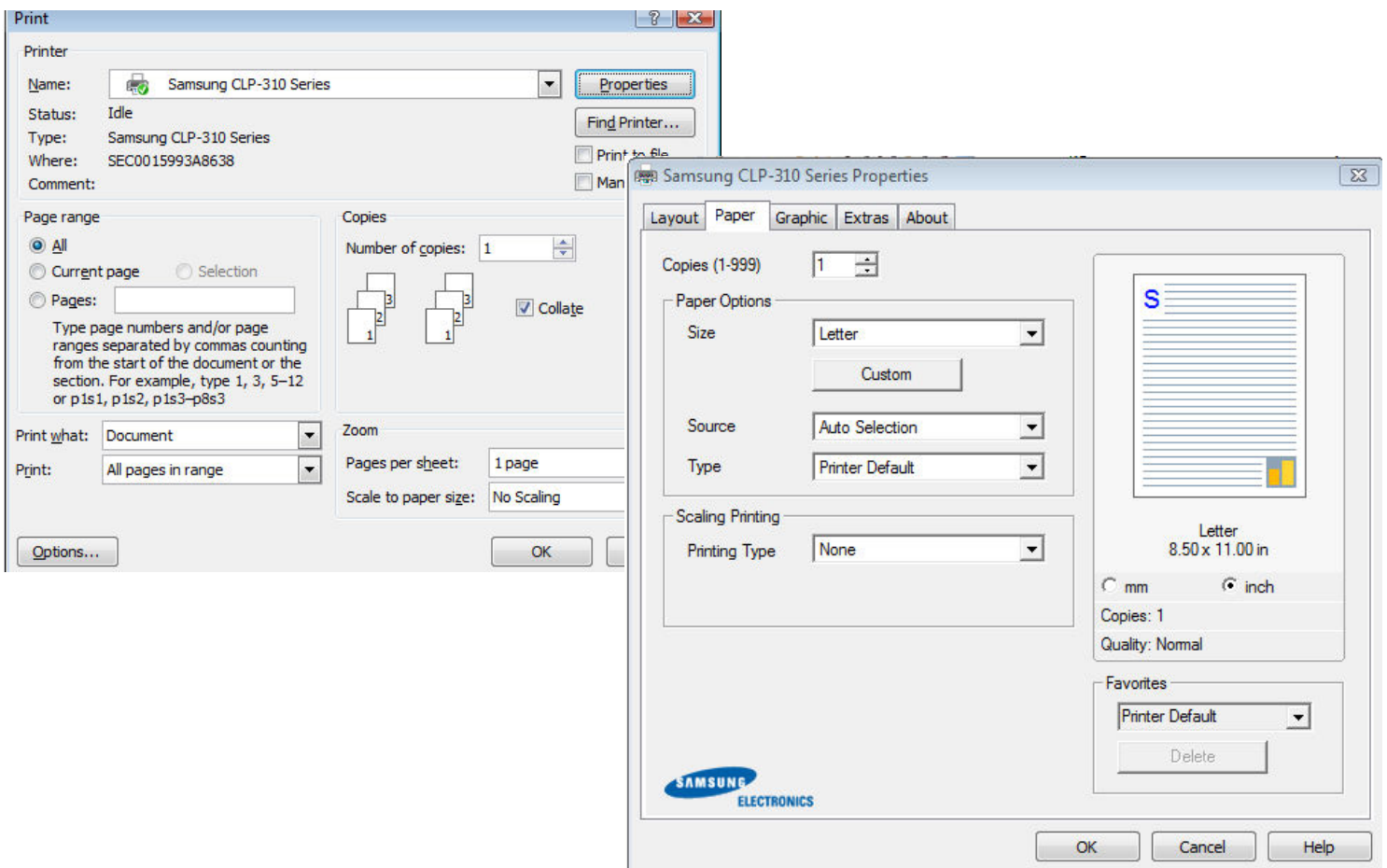


### Step 3: The Web Planning Guide

The following Web Planning Guide has been designed on LEGAL SIZE paper (8 ½ x 14) It is important that none of these area are cropped off when you print these pages and work on laying out the design for your site.

If you do not have LEGAL PAPER to print out these pages, you may:

- 1) Save this file to a disc and have it printed at your nearest Office Max, Office Depot, Staples or Kinkos. OR
- 2) Print to Fit on Letter paper. Here's how: When you print, when the box comes up, Go to "PROPERTIES"; Click on "PAPER". Under PAPER OPTIONS where it says SIZE, Select LETTER. Next under SCALING PRINTING, for Print Type select "FIT TO PAGE". Next, for OUTPUT SIZE, select "LETTER". Hit OK and Print.



(This is not a suggestion. We really need all marginal areas of this document intact when you return it to our offices, so please follow suggestions 1 or 2 paper)

## Web Background

### Circle one:

Solid Color

Image

Color

B&W

Advertising

Pattern

**Please visit**

[www.churchrelevance.com/resources/top-75-church-websites/](http://www.churchrelevance.com/resources/top-75-church-websites/) (no spaces)

[www.churchrelevance.com/resources/top-75-church-websites/](http://www.churchrelevance.com/resources/top-75-church-websites/)

**for numerous examples of**

**web site designs and web**

**backgrounds**

When you're done, specify or

describe to the best of your

ability your color, image, ad or

the pattern or repeating

shape(s):

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Please be sure to include ALL pages and Subpages!

Each Sub-page is considered a page so be sure to be mindful of this in your cost.

(Subpages prices may vary. Be sure you know exactly what content you want on the sub pages so that you are quoted an accurate price. ASK FOR SPECIFIC DETAILS)

For an example of how the newer "icon boxes" and "link boxes" are used, visit: <http://livinghopeineugene.com>

Or <http://www.thesolidrock.net>

Design your Header or Banner or Title or Masthead or Flash Banner or Logo in this space: BE CREATIVE

## MENU BAR ITEMS

List the pages you want displayed in the links bar. These are the TOTAL NUMBER OF PAGES in your website. (You do not have to count multiple links to identical pages)

**Left side  
Menu  
Option:**

1.) Usually "HOME" . If something different, specify: \_\_\_\_\_

Subpages (if any) Leave blank is none: \_\_\_\_\_

Usually the "HOME" page doesn't have sub pages  
\_\_\_\_\_

2.) \_\_\_\_\_

Subpages (if any) Leave blank is none: \_\_\_\_\_

2a) \_\_\_\_\_

2b) \_\_\_\_\_

2c) \_\_\_\_\_

2d) \_\_\_\_\_

2e) \_\_\_\_\_

**Right side  
Menu  
Option:**

### Common Pages:

- Home
- About Us
- Donations
- Our Founder
- Our Pricing
- Events
- Calendar
- In the News
- Our Mission
- Ministries
- Prayer
- Missions
- Broadcasts
- Multimedia
- Bookstore
- Our Products
- Photo Gallery
- Employment
- Contact

Alternative Menu  
Style

**Icon Boxes  
Link Boxes**

Alternative Menu  
Style

**Icon Boxes  
Link Boxes**

Alternative Menu  
Style

**Icon Boxes  
Link Boxes**

Alternative Menu  
Style

**Icon Boxes  
Link Boxes**

3.) \_\_\_\_\_

3a) \_\_\_\_\_

3b) \_\_\_\_\_

3c) \_\_\_\_\_

3d) \_\_\_\_\_

3e) \_\_\_\_\_

4.) \_\_\_\_\_

4a) \_\_\_\_\_

4b) \_\_\_\_\_

4c) \_\_\_\_\_

4d) \_\_\_\_\_

4e) \_\_\_\_\_

5.) \_\_\_\_\_

5a) \_\_\_\_\_

5b) \_\_\_\_\_

5c) \_\_\_\_\_

5d) \_\_\_\_\_

5e) \_\_\_\_\_

6.) \_\_\_\_\_

6a) \_\_\_\_\_

6b) \_\_\_\_\_

6c) \_\_\_\_\_

6d) \_\_\_\_\_

6e) \_\_\_\_\_

7.) \_\_\_\_\_

7a) \_\_\_\_\_

7b) \_\_\_\_\_

7c) \_\_\_\_\_

7d) \_\_\_\_\_

7e) \_\_\_\_\_

8.) \_\_\_\_\_

8a) \_\_\_\_\_

8b) \_\_\_\_\_

8c) \_\_\_\_\_

8d) \_\_\_\_\_

8e) \_\_\_\_\_

9.) \_\_\_\_\_

9a) \_\_\_\_\_

9b) \_\_\_\_\_

9c) \_\_\_\_\_

9d) \_\_\_\_\_

9e) \_\_\_\_\_

10.) \_\_\_\_\_

10a) \_\_\_\_\_

10b) \_\_\_\_\_

10c) \_\_\_\_\_

10d) \_\_\_\_\_

10e) \_\_\_\_\_

**WEBSITE INFO**

Title of Website: \_\_\_\_\_

Number of pages: \_\_\_\_\_

Domain (www) Address of Website: \_\_\_\_\_

Purpose of website: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Audience: \_\_\_\_\_

**LOGO?** YES NO

Is your Log Web Ready (needs no additional photo retouching)? Circle One: YES NO (Hourly rate apply additional)

**PHOTOS**

Please ensure that your photos are web ready and digital format (ON DISC). We do not accept hard photos (paper photos). Specify which page you want each image on BY IT's NAME

Number of Photos: \_\_\_\_\_

Are photos Web Ready (needs no additional photo retouching)? Circle one: YES NO (Hourly rate apply additional)

Placement of Photos on Pages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other:**

\_\_\_\_\_ Video Player(s)

\_\_\_\_\_ Audio Player(s)

\_\_\_\_\_ Calendar

\_\_\_\_\_ Flash Slide Show

\_\_\_\_\_ PayPal Payment System (\*)

**CONTACT FORMS (Use additional sheets if necessary. You may Xerox this page and the next page for more than 1 form. Use a blank sheet of paper if preferred)**

Custom Contact Forms? Yes No

How many? \_\_\_\_\_

Form Name \_\_\_\_\_

Email address you want the for results sent back to \_\_\_\_\_

Do you want an auto reply sent back to the person who sends in the form to you or your company?

What is your auto reply message?

(ie. Dear \_\_\_\_\_ Thank you for your interest in \_\_\_\_\_/job application. After we review you application, we will notify you in the coming weeks.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Common Form Elements:**

Drop down Boxes

Mr/Mrs/Miss/Ms

Yes/No

Married/Single

Name

Contact Information

DOB

Address

Phone number

Check One

Check All that Apply

Comment Box

Email Address

Upload your photo

Submit your resume

When is a good time to call you

How many

Suggestions

Prayer Request

Registration Info for Conference

Who to contact in case of

Emergency

