

Web Development **Client Consultation**



- Today's Date **May 25, 2017**
- Organization Name
(Full name as you would like it to appear.)
- Location
 - Physical Address
 - Postal Address (if different) **301 High Ave E Oskaloosa, IA 52577**
 - Other
- Web Development Committee
(Please list all members that will be present for the consultation and anyone else to be involved.)
 - Primary Contact
 - Full Name / Title / Email / Phone
 - Members
 - Full Name / Title / Email / Phone
 - Full Name / Title / Email / Phone
- New Website is for
 - Parish/Organization only
 - Parish and School
 - Other
- Current Website Address
- ~~Current School Address~~
- Domain Name Registrar
 - Keep with current?
 - Domain Registrar Link **stmarysok.org**
 - Username
 - Password
 - Or, new with DPI? (Diocesan Publications, Inc.)
- Hosting
 - All of our sites are hosted on a secure platform for only \$20 per month (billed annually at \$240 per year).
 - Includes server maintenance with free phone and email support.
 - Current Info (if different from Domain Name Registrar)
 - Hosting Company Link
 - Username
 - Password
- Email Migration
 - Yes (DPI to create new)
 - New client email is through Google Apps for non-profit organizations. Includes email account setup and configuration (does NOT include inbox migration).
 - Email will be administered through gmail, but with your domain name (i.e. asmith@yourdomain.com)
 - No (Okay as-is)
 - We currently use...
 - Not Sure
- Current Technical Support Contact (Company or Individual)
 - Company or Individual **Suzy Lopez / Secretary / stmosky@mahaska.org**
 - Full Name / Title / Email / Phone
- Phone App

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- **Are you a Diocesan Publications "myParish App" subscriber?**
(Free to bulletin subscribers.)
 - ☒ Y / N
 - Interested? Y / N
 - No, we currently use...
- **Church Management Software**
 - **Are you a Diocesan Publications "PDS Software" client?**
 - Y / N
 - Interested? Y / N
 - No, we currently use... *Servant Keeper*
- **DPI Salesperson**
 - *Andrew Beadling*
- **Current Website Format**
 - WordPress
 - ☒ PHP/HTML
 - Joomla
 - Other
 - What are those? I have no clue.
- **Are you interested in a new website address (domain name)?**
 - Parish Y / ☒ N
 - ~~School~~ Y / N
 - ~~Other~~ Y / N
- **If yes, do you have any idea(s) already for a new address?**
 -
- **Are you part of a cluster or church merger?**
 - Y / ☒ N
 - *2 independent churches - shared pastor*
 - *Parishes in Cluster*
 - Name / Website Address or City, State
 - Name / Website Address or City, State
 - Name / Website Address or City, State
- **Help Us Get to Know You...**
 - Why are you interested in a new website?
 - What are you looking to accomplish with the site?
 - How are you expecting it to be used?
 - What is your identity (personality, purpose, etc.)?
 - What is unique about your parish or organization?
 - What attracts an audience to you?
 - Describe your audience...
 - What do you want to improve on your current website?
 - What is your focus and/or mission?
 - Is the site more for current members and staff, or are you more evangelistic?
 - Do you have a tagline, and if so, what is it?
 - Number of pages on current site (rough estimate only)?
 - Content migration... how much and type of content to move to the new website?
 - How did you hear about Diocesan Publications?
- **Multilingual Site** ☒ Y ☐ N
 - Spanish ☒ Y ☐ N
 - Other Language(s)
- **New Logo** Y / N
 - Text Only Y / N *don't have one.*

user friendly.

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- With Icon Y / N
- No Preference
- **New Logo Ideas**
 - If you would like us to create a new logo, please state any ideas, style and direction you may have...
 -
 -
- **Logo / Branding (Colors)**
 - Parish/Organization
 - Color 1 (Current)
 - Color 1 (New)
 - Color 2 (Current)
 - Color 2 (New)
 - Other
 - School
 - Color 1 (Current)
 - Color 1 (New)
 - Color 2 (Current)
 - Color 2 (New)
 - Other
- **Logo / Branding (Ideas)**
 - Parish/Organization
 - School
- **Current Calendar(s)**
 - How Many? **1**
 - Name(s)
 - i.e. "Events Calendar,"
 - Calendar ID's
 - Calendar ID, login link, or email address
- **Currently Using Google Calendar(s)** **Y** / N
 - If "No," what type?
 - Create new Google calendar(s) Y / N
 - How Many?
 - Names
 - Preferred day of week calendar is to start on?
 - Sunday or Monday?
- **Current Calendar ID**
 - Calendar ID, login link, or email address **Stmarysosky@gmail.com**
 - Calendar ID, login link, or email address
- **Site Administration**
 - How many people to train on new website? **5**
 - Website Admin Access
 - 1 generic user is automatically provided for all login purposes and may be easily shared by all staff.
 - Do you require additional?
 - Y / N
 - How many?
 - User / Role
 - Any users needing limited or special access (i.e. Faith Formation category only)?
 - **Y** / N **Faith Formation**
 - User / Category
- **Layout and Structure**

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- Ideas for Site Navigation
(e.g. About Us, Sacraments, Ministries, Bulletins, Calendar, Contact Us, etc.)
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- Featured Items ("must have" top areas to highlight)
(e.g. "I'm New," Mass Times, Bulletins, News, Calendar, Giving, etc.)
 -
 -
 -
- Featured Items (Style)
 - Icon
 - Photo / Image
 - Text Only
 - Not Sure / Whatever
- News and Events Area
 - Name(s) for postings in the up-to-date information area (i.e. "Parish News," "News and Events," etc.)
 -
- Homilies
 - ☒ No
 - Yes
 - Type
 - Text Only
 - Audio Only
 - Text and Audio
 - Name (i.e. "Pastor's Corner," "From the Father," etc.)
- Contact / Registration Forms
 - Provided
 - Contact Us
 - Additional?
 - (e.g. New Member, Sacraments, Server Schedules, etc.)
- "Official" email address to use on contact form(s)
(i.e. info@yourdomain.org) ~~info@yourdomain.org~~
- Footer
(e.g. Address, Map, Social Media, etc.)
 -
 -
 -
- Secondary or Third Party Links
(e.g. Local Diocese, USCCB, Daily Readings, Saint of the Day, FORM©, Radio, ~~Webcam~~, etc.)
 - *Formed.org*
 - *my Father's house radio*
- Online Giving
 - Yes (Already have) *[vanco]*
 - None (Please add)
 - No

ministry Pro

- credit card payments -?

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- **Social Media**

- Facebook

- Link: *www.facebook.com/st-marys-catholic-church-oskaloosa-*

- Twitter

- Link: *644654268885405/*

- Other

- Link: *Fb radio station*

- **Other Websites and Ideas**

(Please view our gallery at: www.diocesan.com/gallery)

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- **Notes**

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