**STEP ONE - Website General Questions**

* What is the main goal of your site?
* What purpose will it serve?
* Why are you creating a website?
* How will your website accomplish the above?
* How will you present your information so viewers will care about your organization?

**STEP TWO - Creating the Content for Your Site**

* Who are you? Who is your organization?
* What do you or your organization do?
* Why do you or your organization do it?
* Is there anything that makes you or your organization stand out? Anything unique?
* What do you want the person viewing your site to do?
* How do you want people viewing your site to feel? How should they feel?
* What content do I need for viewers to be inspired, informed, challenged, act etc.?
(Possible page titles of menu structure)

**STEP THREE - Designing your Site – Action Steps**

* Find websites you like that will represent your vision and record the links.
* Do you have a Font preference? Google Fonts: <https://fonts.google.com/>
* What colors or images would you associate with your organization?
Color Pallett: <https://colorhunt.co/>
* Do you have a Logo? If not, any ideas?
* What is your slogan, key phrase, or main scripture verse?

**Step Four – Start Physical Site Creation**

* Create Home Page Design & Content – Partner Review
* Create & Arrange a Menu Structure (Navigation System)
* Load Content
* Quality Control
* Partner Review
* Final Adjustments
* EZCMS Training