MemberLeap
Discover Membership Solutions

# *Website Design Questionnaire*

Our design team will build you a professional looking website that effectively communicates your core message to your visitors - members, non-members, donors, sponsors, event attendees, and volunteers. Please review the questions below with your team and then your Solution Consultant will provide you with login credentials to our Client Care Center, so you can provide us with your answers online (or they might ask you to provide them otherwise).

Organization and Design Contact

- Organization Name
- Website Domain
- Design Contact's Name - Person responsible for approving the final design
- Email
- Phone

What is the most important thing that your new website needs to communicate to your visitors?

Which of the following features would you like included on your home page?

- Login to the Member Portal
- Join
- Welcome Message -  This is typically a text area that is used to introduce the organization or address existing members.
- Calendar of Events
- News Feed
- Slideshow
- Search Bar
- Quick Links - These are links separate from the main navigation menu that are used to highlight specific webpages on your website or related webpages.
- Social Networking Icons
  - Facebook
  - Twitter
  - LinkedIn
  - YouTube Channel
  - Other social networks

Does your organization have specific colors and fonts that you would like used throughout your new website or other branding-related guidelines?

Which websites do you find aesthetically pleasing? The actual content of these sites is not important as we will be using these websites to get an example of your visual preferences. Please list below a minimum of three* websites that we can look at together in the Planning Meeting.

- #1*
- #2*
- #3*
- #4
- #5

Are there any examples of website styles we should avoid?

Who currently hosts your website domain? We will need to update your domain to point to our servers when we are ready to go live with it. If you don't know who this is, we can help you track it down.

- Registrar (GoDaddy, Domain.com, NameCheap, Google Domains, DreamHost, Hover, etc.)
- Username
- Password

Who currently hosts your website? We need this information to create a backup of your current website before going live with your new website.

- Login URL/Host
- Username
- Password

Do you currently have any domain-based email accounts/forwards (i.e. info@domain.org) that you want transferred over to your MemberLeap account? Please provide us with a list.

Is there a certain date that you would like your new website to go live?

Are there any other important website requirements that we should discuss in the Planning Meeting?

After you are assigned a Project Manager, they will schedule a Planning Meeting with you and our designer to review this questionnaire in further detail to ensure we are creating a new website that meets your organization's specific needs.

Thank you for trusting MemberLeap with your website and membership needs! We look forward to partnering with you for many years to come!