

Questions to think about before the consultation include:

1. Is this a new site or a redesign?
2. Do you need a new domain name?
3. Do you need a new domain host?
4. Do you have a deadline for site launch?
5. Who will be maintaining the site? How often will updates be needed?
6. What is your budget?
7. What is the main purpose of site? What do you hope to accomplish? What will constitute success?
8. Who is your target audience?
9. About how many pages do you expect your site to have?
10. Do you plan on selling items on the site? If so, how many products? Do you plan on taking credit card payment online? If so, do you already have a process for this?
11. Do you have an official corporate image/logo? If so, do you have access to the native files from the original designer?
12. Do you have photos to use on the web site? Do they need to be scanned/adjusted? Do you need help finding images?
13. Who is writing and typing the text?

14. Please provide examples of sites that you like/dislike (not necessarily in your field).

15. What other functionality does the site need? Here are some options to consider:

- Online forms
- Discussion board/Forum
- Shopping cart
- E-calendar
- E-newsletter
- Blog
- Search function
- Rotating ads or animations
- Music or sound effects
- Quizzes, surveys, or voting
- Integration with Twitter or Facebook
- Mobile-device responsiveness
- Translations into multiple languages