

About Lowthian Design Works

Lowthian Design Works helps those who work for the greater good of other people and the planet to create a high-quality web presence without the sky-high cost. With our services, our clients maintain control over their website and domain name(s) without needing excessive time or training.



If you think that your group or organization may be interested in Lowthian Design Works, please fill out this worksheet. It will help you to focus on your group's needs and priorities and to brainstorm ideas for your new or improved site. It will also help us determine whether we are a good match for you. Please take time with this worksheet. If others in your group will also be involved in the project, we encourage you to involve them in this process as well. The more you think and share, the better!

About You

Describe your project/organization and its purpose.

Why will a new or improved web presence be helpful to your organization?

Who is the main contact person/decision maker with whom we would be communicating?

Who are the people who will be working on the website, and what are their areas of focus?

What is your time line for a new or improved web presence?

Do you have a group member proficient in copy-editing text, or do you request copy-editing assistance?

Is there a person on your team proficient in graphics programs (i.e., PhotoShop or GIMP), or do you request help designing graphics?

We work on a sliding scale, and thanks to some of our clients who can afford higher rates, we are able to create sites for lower-budget organizations that otherwise could not afford them. Do you have a budget allocated for web design and maintenance?

Your current website

(If you don't yet have a website, please skip to the next section.)

What are the reasons that you want to improve your current website?

Which aspects of your current site do you like the best? Why?

What do you like least about your current site? Why?

How do you think people perceive your organization based on your current web presence?

Your web visitors

What kinds of visitors currently use your website? If you don't yet have a website, who do you believe will use your site once it is created?

Describe what your visitors will be looking for on your site, what they will hope to achieve while there, and how they might achieve these goals.

How do people find your site? Will you want to advertise it, increase traffic and links to your site, and/or make it appear higher on search engines, etc.?

Features

Please check any of the following items that you hope to have on your website.

- | | |
|--|---|
| <input type="checkbox"/> Contact forms | <input type="checkbox"/> Image galleries |
| <input type="checkbox"/> Other forms (i.e., applications) | <input type="checkbox"/> Videos |
| <input type="checkbox"/> Polls | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> E-commerce / Sales |
| <input type="checkbox"/> Info restricted to registered users | <input type="checkbox"/> RSS feeds from other sites |
| <input type="checkbox"/> Blog | <input type="checkbox"/> Facebook / Twitter feed or links |
| <input type="checkbox"/> Multiple languages | <input type="checkbox"/> Picasa / Flickr embedding |
| <input type="checkbox"/> E-newsletter | <input type="checkbox"/> Online donations |

Other items not listed above:

Design & Content

What is the first impression that you want your visitors to have when they arrive at your site?

Do you have text and content ready for the site? Is it new, or will you be revising copy from an old website?

Do you already have logos and graphics that you hope to use on your site, or will your logos and graphics be new?

What other websites do you admire or enjoy using? Please list their URLs (web addresses) and what you like most about each one.

Additional Comments

What else would you like to tell us about your organization and/or your desired web presence?