



Pennsylvania State Association of Boroughs Web Design Worksheet

12012021

PSAB Web Design Worksheet

Please fill out the below information and return this document to PSAB via email, fax, or mail. This form may also be filled out online at <https://webdesign.boroughs.org/forms/web-design-worksheet/>. Please note that any fields marked with an asterisk (*) are required information.

Borough Name* _____

Primary Contact Name* _____

Primary Contact Email* _____

Do you already own the domain for this project?*

- Yes
- No

Is email needed?*

- Yes
- No

What is the approximate number of pages needed for your website?*

Describe your borough. Assume you are describing it to someone who knows nothing about your borough. Keep the description 4 sentences or less.*

Slogan or Tag Line (Something that describes your borough in one short sentence)

I am interested in the following functionality for the website (check all that apply):*

- | | |
|-------------------------------------------------------------------------------|---------------------------------------|
| <input type="radio"/> Document Management (Agendas, Minutes, Ordinances, etc) | <input type="radio"/> Photo Gallery |
| <input type="radio"/> Calendar | <input type="radio"/> Search Bar |
| <input type="radio"/> Social Media Feed(s) | <input type="radio"/> Online Forms |
| <input type="radio"/> Analytics | <input type="radio"/> FAQ |
| <input type="radio"/> News/Updates/Newsletter | <input type="radio"/> Staff Directory |



Pennsylvania State Association of Boroughs Point of Contact & Disclosure

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Is there any specific functionality you would like included on your website? The more detailed you can be now, the better solution our team may be able to find for your project.

Would you like to use an artist for your initial web design?*

One mockup design is provided without the artist. Using the artist, 3 unique web design mockups are provided. Using an artist is a one time additional charge of \$160. We strongly recommend the use of the artist

- Yes
- No

Sample Sites

The following should be a site or two on the internet that you like that we can use for ideas concerning your layout and design. For a list of example sites to look through visit <https://webdesign.boroughs.org/samples-designs/>

Sample Site One* _____

Sample Site Two _____

Will you be providing us with pictures?*

- Yes
- No

Will you be providing us with a logo?*

- Yes
- No
- No, but I would like one designed.

I am interested in the following services (check all that apply):

- | | |
|----------------------------------------------------|-------------------------------------------------|
| <input type="radio"/> Live WordPress Training | <input type="radio"/> Emergency Alerting System |
| <input type="radio"/> Branding Package | <input type="radio"/> IT Management |
| <input type="radio"/> Resident Notification System | |

Additional Comments
