FIRST CALL WORKSHEET

# Things to Know Before We Start

These are the questions we'll discuss on our first call. Print the worksheet and use it to collect your thoughts and jot down any ideas. You don't need to answer every question in writing, and there is nothing to submit beforehand.

Name / business _____ Call date _____

## 01 What do you want your website to accomplish?

Think about who will visit and what you want them to do. Check any that apply.

☐ Generate leads ☐ Explain services ☐ Showcase work ☐ Share a résumé ☐ Share social links

Audience / other goals _____

## 02 What do you already have?

Note your website or social profile, plus any domain, hosting, and email providers you use.

Website / profiles _____

Domain / providers _____

## 03 Which websites appeal to you?

Find two or three examples, including competitors. Note what you like about their layout or content.

| | Website address | What you like |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |

## 04 What should visitors find on your site?

List likely pages or features: services, a menu, a gallery, downloads, or an external booking link.

Ideas _____

## 05 What materials are ready, and where do you need help?

If you don't have a logo, explore ideas online and find a few examples that you like.

Ready: ☐ Logo ☐ Photos ☐ Text / service details ☐ Contact details (address, phone, email)

Help needed _____

## 06 Who will provide information and approve the work?

Name / role _____

## 07 What budget and timing do you have in mind?

Review the Personal and Business plans. Mention any deadline or event that affects your launch.

Budget / plan _____ Target date _____

## 08 What help would you like after launch?

☐ Hosting ☐ Email ☐ Content updates ☐ Coaching ☐ Not sure yet

Your questions _____