Client Questionnaire

Please complete the following section about your organization and contact information. Please make sure all information submitted is up to date.

Name of Agency: _______________________________________________________________
________________________________________________________________________________

Street Address:  City  State  Zip

Contact Person:  _______________________________________________________________
Title:  ________________________________________________________________
Phone:  _____________________________  Fax:  _____________________________
Mobile:  _____________________________  Email:  _____________________________

Current Website URL (if available):  _____________________________________________

Projected Deadline:  _____________________________

How did you hear about the Civic Engagement Computer Center?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Please complete the questionnaire to the best of your best ability. This will be used in both the design and planning for your website.

1. Please describe your organization in a few sentences.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

2. Please list the names of three other sites that you like. Why are they attractive to you?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

3. Do you have a logo?  _____ Yes  _____ No

4. Do you have other graphics to include?  _____ Yes  _____ No
   If yes, please describe where we can access them:
   __________________________________________________________________________

5. If you were using a search engine, what words or phrases would you use to find your site?
   Which of these keywords or phrases is most important?
   __________________________________________________________________________

Technical Questions:

6. Do you have a domain name? If not, do you have ideas for one? (https://www.YourSiteName.com)
   __________________________________________________________________________
7. Do you have a web hosting service? If so, what is the name of the company and website?

________________________________________________________________________________
________________________________________________________________________________

8. Do you have a “Donate” process already setup such as PayPal, or would you like this to be implemented in the new site?

________________________________________________________________________________
________________________________________________________________________________

Below are three website platforms supported by the CECC:

<table>
<thead>
<tr>
<th>HTML</th>
<th>WordPress</th>
<th>Drupal</th>
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| ● A smaller site with no more than 6 pages  
● No blogs or articles  
● Content that is rarely updated  
● No extra pages will be added in the future.  
● A site that is going to be updated by a developer that knows html | ● A site that will consist of a blog or portfolio  
● Managed by a non-developer  
● Frequent theme changes  
● Frequent content updates  
● Frequent feature additions  
● A site that the developer/designer will only work on during the initial life of the site | ● A site that will consist of a blog or portfolio  
● Managed by a developer/intermediate technical knowledge  
● Frequent theme changes  
● Frequent content updates  
● Frequent feature additions  
● A site that the developer/designer will mainly work on during the initial life of the site, but can also work on for the life of the site  
● Complex filters for your content types  
● Includes e-commerce  
● A site that will need a forum |

9. From the options above which would best fit the needs of your organization? Please note that once designed, students will be unable to convert to another platform.

________________________________________________________________________________

Additional Comments:

________________________________________________________________________________
________________________________________________________________________________