



Civic Engagement Computer Center

Fenster Hall Rm. 200 • 973-596-5401 • cecc@njit.edu

Client Questionnaire

Business Information

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

Mailing Address:

City

State

Zip

Contact Person: _____ Title: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Current Website URL (if available):

Projected Deadline: _____



Client Questionnaire

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. Do you have a slogan or tagline that clearly describes your organization?

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

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

5. Do you have other graphics to include? _____ Yes _____ No

If yes, please describe:



6. Are you planning to do online sales? If so, what is the product, and how many items do you want to sell online?

7. 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?

8. Do you have a domain name? If not, do you have ideas for one?

9. Do you have a web hosting service? If so, what is the name of the company and website?

10. Do you have colors that you prefer to be used on the website?

11. Do you have existing business cards or other printed material we need to match?



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

13. Do you have any images of members of the organization?

14. Will the website include videos or multimedia components?

15. On average how many visitors do you expect to view the website?



Below are three website platforms supported by the CECC:

HTML	WordPress	Drupal
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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

16. From the options above which would best fit the needs of your organization?

17. How did you hear about the Civic Engagement Computer Center?

Additional Comments:
