

1 Day-1K

Prep Guide for Build Day

This guide goes over what you'll need to have ready to help you collect everything you'll need. It also gives you an idea of the kind of questions we'll ask you [in our form](#) so you have some time to think about your answers. It's best to submit your form at least a week before your scheduled build day so that we can review and request additional information if necessary. A Google drive folder is an easy way to share large files for logos and photos with us as you find materials. If you have any questions, feel free to call 661-965-3418 or email support@jollygoodmedia.com.

Account Details:

- Login details for your domain provider
- Login details for if your current host
- Decide how many work emails you'll need.
 - For example - name@mydomain.com, info@mydomain.com, billing@mydomain.com, etc.
- Decide desired way to access your @domainname.com emails for each person who needs a work email.
 - For example you can send/receive from your work email from Gmail.
 - Include login details for connected email programs. For example, your Gmail.com logins.
- Login details for newsletters services such as Mailchimp.
- Google Analytics Account details- If you don't already have an account we will create one.

Business & site details

- Think about the main goal of the website.
 - Building authority/credibility in your industry
 - Selling products
 - Generating leads and new sales
 - Providing company information or educational resources
 - Providing services to current customers (appt scheduling, support, information)
- Think about how you'd describe your target audience.
 - This is either your customers or the people you want to visit your site.

- What makes you different from your competitors?
- Who are your top competitors?
- Do you have examples of websites you've seen that you like?
- Any example of websites you hate or really dislike?
- Create a list of each page of your site.
 - A sample of pages are: Home, About Us, Services, events, Blog, & Contact.

Brand information: [Check out our color and style guide for help](#)

- Think about colors that represent you or your business.
 - You can just give us a guideline of colors you tend to like and colors you tend to hate.
- Send us a couple of links to websites that you like.
 - This is incredibly helpful to making sure we're on the same page on build day.
- Consider which of these brand styles matches your product or service better. Stuck? Take a [look at our guide](#) for help.
 - Classic vs Modern
 - Playful vs Sophisticated
 - Masculine vs Feminine
 - Affordable vs Luxurious
 - Geometric vs Organic
 - Abstract vs Literal
 - Illustrations vs photographs

Website Content:

- Your Logo
 - If your designer sent you multiple file types go ahead and send us them all.
 - If you do not have a logo, we can create a simple, text-based logo.
- Collect text that will go on each page.
- Any photos you'd like to use.
 - Optional - [Pexels.com](#) and [Pixabay.com](#) are a great place to find high quality & free for commercial use photos that we can use. Collect links to any images that you'd like to use rather than downloading them.
 - Email support@jollygoodmedia.com if you'd like to use illustration graphics rather than photography.

- Links to any social media accounts you use.
 - Facebook, Twitter, etc.
- Main phone number, email, and business address you'd like listed as contact information.

What to Expect:

- **Before your build day**
 - Submit your questionnaire form with details we will need to build your site.
 - Email any large files to support@jollygoodmedia. Any files too large for email can be shared via [Google Drive](#).
- **On Build Day**
 - We'll call you in the morning to discuss layout ideas and collect your credit card details.
 - Your card will not be charged until the end of the day when the site is built.
 - We'll draft the site and send you a link so that you can review.
 - You'll respond with thoughts, concerns, requests, and suggestions.
 - We'll make the requested changes and contact you again when the link is ready for review.
 - We'll continue updating and communicating until we reach a final site version.
 - We'll finish all other backend requirements for the site to function properly.
 - We'll check each page considering your chosen keywords and add on site SEO to optimize for Google search.
 - We'll test the site and launch when everything works.
 - We'll bill your credit card for the amount of \$995 and for the first month of your hosting & maintenance package for \$49.
- **Day after the build**
 - We'll create your user account logins and share them with you.
 - You'll use these to login to the site and to publish your blogs.
- We'll provide you with video tutorials and guides upon request for our drag and drop page editor if you'd like to be able to make website changes yourself.
- We'll schedule a 1 hour live training call on using the editor upon request.
- We'll fix any bugs or errors up to 1 month after launch.