Grassroots CREATIVE CO.

Website Design Process & Checklist

1 ASSETS

Gather all project assets, including logo/brand files, logins, testimonials, FAQs, marketing creative, and, most importantly, photos. Videos are a BONUS. ***Work with a professional photographer beforehand.

2 ONLINE FORM

Complete the New Client Form on my website. This helps me understand your needs, budget, and readiness.

3 CONSULTATION

If you're ready, we'll chat on Zoom to discuss your project, goals, ideas, and potential project dates for your website, as well as assets. If it's a fit, we'll move forward with the next steps.

4 PROPOSAL

A custom proposal will be prepared outlining your project and payment options. Make your selections and submit your deposit online **within 2 business days before the proposal expires.**

5 CONTRACT

A secure online agreement with project dates and payment details will be emailed for your signature to officially book your project. Please review carefully and contact me with any questions.

6 ONBOARDING

A welcome guide will be sent that includes a content planner to help you with website text and instructions on how to prepare and upload project materials.

7 FIRST-DAY KICKOFF

On your project start date, we'll Zoom for up to an hour reviewing the content planner, assets, and deadlines so we can complete on time and on budget.

8 DESIGN TIME & FEEDBACK

Your website will officially be under construction. I'll get busy designing and will be in touch with drafts for feedback. Edits are due within 48hrs via email.

9 LAST-DAY SESSION

We'll connect up to an hour via Zoom to ensure the website is perfect and all final edits have been made. We'll talk strategy and launch details.

10 LAUNCH

Congratulations! The best version of your website is LIVE. I'm happy to help with any ongoing website support and content updates.