

A close-up photograph of a person's hands holding a smartphone. The person is wearing a dark, ribbed sweater. The phone screen displays a checklist with several items, some of which are checked off. The background is slightly blurred, showing what appears to be a light-colored surface, possibly a table or desk.

The Final Checklist

NEED IMMEDIATE HELP? TEXT [910-870-3667](tel:910-870-3667)

The Process

STEP 1: BRANDING

- Create a Pinterest Inspo Board or send us a few inspiration websites
- Fill Out Branding Strategy Google Doc

STEP 2: PREP

- Sign Up For Showit.co
- Purchase a domain if you don't already have one
- Pick Out Your Most Professional Images
- Gather/Receive Testimonials
- Create Freebies (if applicable)
- Get Your Website Copy Ready

STEP 3: DELIVERABLES

- Fill Out Client Deliverables Google Doc
- Put Your Photos In A Google Drive Folder
- Put Your Policy & Terms Copy In A Separate Google Doc

STEP 4: AFTER SITE IS COMPLETE

- Be On The Lookout For An Email (check spam folder)
- Request Domain Transfer (we can also do this for you)
- Migrate Blog Or Podcast (if applicable)

Video Tutorials

REQUEST DOMAIN TRANSFER

MIGRATE BLOG OR PODCAST

Please have step 1-3 completed & sent to us at least 24 hours before our scheduled day.

If you have any questions, please send me an email at katie@collabwithkatie.com