



# WebForging

## A Practical Guide to the Art of Forging Your Web Presence

By Keith Klein

### Website Pre-Construction & Site Construction Checklists

The checklist below appears at the end of Chapter 5, *The Home Page/Design*. This chapter explains the process for planning your web presence and provides the checklist below as a useful tool for implementing your plan. *WebForging* contains paragraphs or chapters that correspond to every item on the checklist.

Use the checklist below to decide up front what to include in your site, at what stage to include it, and to get design proofs and final approvals signed-off. Use a number (0, 1, 2, 3, etc.) in the first column to show whether this item will be part of your site <0=no>, and if so, at what stage (1, 2, 3, etc.). Show approvals in the “Preliminary” and “Final” columns using initials and dates. Go a step further and create a document to list and define each element you will include in your site. Purchasers of *WebForging* may copy the document below for their own use, as long as the Footer information below is kept intact.

#### Part of Site/Stage of Development?

| Original (Digital) Materials (Copy, Images, Drawings) Available

| |

?	Site Element	Preliminary	Final
__	Home	_____	_____
__	Color Scheme	_____	_____
__	Logo Treatment	_____	_____
__	Background(s)	_____	_____
__	Navigation Icons	_____	_____
__	Site-Specific Search Engine	_____	_____
__	Site Subscription	_____	_____
__	Marquee Sign(s)	_____	_____
__	Mouse-over effects	_____	_____
__	Date and Time	_____	_____
__	Footer Information:	_____	_____
__	Contact Information	_____	_____
__	Inquiry email address	_____	_____
__	Webmaster email address	_____	_____
__	Copyright	_____	_____
__	Trademark	_____	_____
__	Privacy Statement	_____	_____
__	Tell-A-Friend	_____	_____

**OnYourMark, LLC**  
*A Fine Family of Companies*

OnYourMark, LLC  
 N8 W22350 Johnson Drive Suite B5  
 Waukesha, Wisconsin 53186

Phone: 262-437-0450  
 Fax: 262-437-0451  
 Call Toll Free: 800-747-3399