Website Development – Client Input Checklist

Client: Harlow Central Seventh-day Adventist Church Website

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1. Content Collection

- Home Page:
  - Special highlights (e.g., recent events, mission)

- About the Church:
  - History
  - Mission and beliefs
  - Unique values or messages

  - Pictures of the church

- Leadership:
  - Names, roles, photos, short bios

- Ministries & Departments:
  - List and descriptions
  - Contact person or leader

- Weekly Schedule:
  - Worship times (Sabbath School, Divine Service, AY, etc.)
  - Recurring programs or Bible studies

- Events:
  - Upcoming events (title, date, time, description)
  - Calendar or list view?
  - Archive past events?

- Sermons & Media:
  - Upload audio/video sermons?
  - Will be adding an embedded YouTube video if needed.

- Gallery:
  - High-resolution images from events

- Contact Information:
  - Confirm email, phone number, address, Google Maps link

2. Functionality

- Forms:
  - Prayer Request, Contact Us (what more can we add ?)

- Donations:
  - Will the church accept online tithes and offerings?

3. Media & Files

- Visual Assets:
  - Photos and videos

- Downloadable Resources:
  - Bulletins, newsletters, devotionals, etc.

4. Design Preferences

- Look & Feel:
  - Examples of websites you like
  - Preferred style (modern, traditional, minimal)

5. Policies & Legal

- Privacy Policy needed?

- Terms of Use required?