

PlantsGalore.Com Website Decision Checklist

1. Choose a Website Package

- Standard Website
- Single Page Website

2. **Price List** - Take a look at our price list to get an idea of the cost of your site and the Advanced Options you might choose for now or later.

3. Page Layout No. _____

- Choose from one of the 7 page layouts we offer. This will determine the overall look of your website and its graphics.

4. Graphics Color No. _____

- We offer 14 different colors for headers, menus and subheaders in your website based on the layout you have chosen in item 3.

5. Graphics Font No. _____

- Select from the 14 fonts we offer for use on your website's graphics. The text on your pages will be in the Arial font.

6. Your Contact Person –

Name: _____

Email: _____

You need to designate **one person** to be the contact person who will deal with **PlantsGalore.Com** regarding your website.

7. **Website Content** - Once you have chosen all the basic design considerations for your website such as layout, color and font, perhaps the most important decisions still remain. It is nice to have a good looking site but the most important element of any web page is the **CONTENT**.

Standard Website

- Text for Homepage
- Text for About Us Page
- Text for Activities/Programs Page
- Text for Officers/Committees Page
- Text for Gardens/Collections Page
- Text for Contact Us/Direction Page
- 5 Photos
- Logo
- URL Form

Single Page Website:

- Text for Homepage
- 2 Photos
- Logo
- URL Form

8. Advanced Options – In addition to the items included in the Standard and Single Page Website Packages, we offer several options to add to the impact and usefulness of your website including:

- Online Newsletter
 - No. of Editions/Yr

- Photo Gallery
 - No. of Photos

- Extra Photos
 - No. of Photos

- Logo Design
 - Diagram/Description

- Online Brochure

- Subdomain Option

- Your Own Domain

9. Fill Out Submittal Form

Print a copy of the PGC Website Submittal form, fill it out with the information you gathered on this form and send it, along with your check to:

PlantsGalore.Com
P.O Box 254
Okemos, MI 48864

10. Submit Website Text & Images

- U.S. Mail
- Email

Notes: