**Client Website Pre-Assessment**

Before meeting with your sponsor, you must be prepared. Your client/sponsor will be a representative of a school club or organization. You need to learn all you can about the club to which you have been assigned. The sponsor may know what he/she wants on the website, but you will likely need to guide him/her through the organization and set up of the site. The client/sponsor will also be looking for you to suggest other information that might have been overlooked. Use this form to gather information that will help you prepare for your meeting.

Name of assigned club:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor / Contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor's email address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I**

**If your assigned club has a website, complete the following evaluation. If the club does not have a website, mark NO on all items.**

|  |  |  |
| --- | --- | --- |
| Does the club currently have a website? | YES | NO |
| Does the website describe the organization? | YES | NO |
| Does the website "sell" the club? | YES | NO |
| Does the website include information about joining? | YES | NO |
| Does the website include meeting dates/times/location? | YES | NO |
| Does the website include a calendar of events? | YES | NO |
| Are important documents provided on the website? | YES | NO |
| Does the website include important contacts / officers? | YES | NO |

**PART II**

**Research the club you were assigned to and answer the following questions. You may use the club's current website, state or national websites, club publications, flyers, etc.**

1. What is the mission or purpose of the club?
2. When are the regular meeting dates and locations?
3. If applicable, when and where are the state and national meetings of the club?
4. What are the club's colors?
5. Does the club have an official logo?
6. List a minimum of 5 pages or links that the club's new website should include.
7. List all items that you marked NO on in Part 1.
8. What other suggestions can you make to your client?