Client Website Request

This short form will assist us in finding out more about your goals for a new or redesign of your website. Please answer the questions the best you can, fax Client Website Request form to 210-567-2251 and we will contact you to set up a meeting.

About You

Name__________________________________________________________________________

Department/Division or Program______________________________________________________

Phone _________________________ E-Mail ____________________________________________

Project ID ________________________________________________________________________

Just wanting an estimate?____________________________________________________________________

General Information

1. Are you requesting a new site?          Yes                No

2. Are you requesting a redesign of a website? If so, what is the url?

3. What is your intended launch date?

4. Are you the primary decision maker for the website? Will there be others involved in the process. If so, please list.
5. What is the main reason you need a website or are redesigning the website? (outdated site, expanded curriculum, don’t have a site, new offerings)

6. What are the top goals you would like to accomplish with your website?  
   (For example: Reflect your organization’s vision & purpose, attract more students & faculty, look more professional, or incorporate more videos and photos)

**Audience**

1. Who is your primary and secondary target audience?

   — Prospective Students
   — Prospective Faculty
   — Alumni/Donors
   — Patients
   — Community
   — Health Care Providers
   — Researchers
   — Other ________________________________

**The Look and Feel of Your Site**

1. What best describes the look and feel you want for your website?

   — Professional, and conservative
   — Warm, welcoming and casual
   — More graphics, Flash, animation,
   — Innovative, forward thinking
   — Student Oriented
   — Corporate
2. List URLs of any websites you find compelling. What do you like about them?

Content

1. Do you have a site map or outline of the content for the website? How many pages do you anticipate on the website?

2. Will you provide photos or graphics for the website?

3. Will your site contain, video, audio, or other media?

Please check other features you would like to include on the site.

— Calendar Feature
— News & Events
— Flash or Animated Banner
— Social Networking
— Search Feature
— Other __________________________________________
Technical Questions

1. What is your preferred URL or web address?

   http://www.uthscsa.edu/__________ or http://__________.uthscsa.edu or
   http://www.__________.____ *

   * Note: sites not using the UTHSCSA.EDU domain must complete
   <Link to non-uthscsa approval form>

2. Who will manage the content of your site after it is complete?

Last but not Least….Budget

1. We have to ask...do you have a budget range?

Additional Information

1. Would you like to add any comments?

Before your Meeting with us, please consider bring the following:
1. Primary Decision Makers
2. Relevant information pertaining to your site. (Printed materials, PowerPoint files, photos)
3. Examples of websites we can view