

# Before we begin

A checklist to help make sure you've got everything in order before our project starts.

- ✓ **We need the following items before we start:**
  - Your logo as an .ai, .svg, or .eps file (PNG or JPG acceptable but not preferred).
  - The [website questionnaire](#) completed.
  - Google Analytics property shared to [loclwebonline@gmail.com](mailto:loclwebonline@gmail.com) (if you have one already).
  - Google Search Console website shared to [loclwebonline@gmail.com](mailto:loclwebonline@gmail.com) (if you have one already).
  - **Finalized content for the website.** A separate document for each page of your website broken into sections is required. We cannot take content from your current website. Content must have proper headings and be broken into sections in each document. You can use the [website page content template](#) we created or use your own.
  - **Any high-resolution images you'd like us to consider (or links to Depositphotos images) must be uploaded into categories by page they**

**should go on.** A general category for images that don't fit a specific page is OK also. We cannot sift through your images and try to figure out what pages they belong on.

- Avatars of your team shot with similar lighting and saved in a square format if available is preferred. There must be a reference document as to who each team member is if you'd like this to be on the website.