Date: _____

Civic Engagement Computer Center
Fenster Hall Rm. 400 • cecc@njit.edu

Client Questionnaire

Please complete the following section about your organization and contact information. Please make sure all information submitted is up to date.

Name of Agency: _____

_____

Street Address:_____ *City*_____

            *State*_____*Zip*_____

Contact Person: _____

Title: _____

Phone: _____ Email: _____

Work Mobile: _____ Work Email: _____

Current Website URL (if available): _____

Projected Deadline: _____

How did you hear about the Civic Engagement Computer Center?

_____

_____

Please complete the questionnaire to the best of your best ability. This will be used in both the design and planning for your website.

1. Please describe your organization in a few sentences.

_____

_____

_____

2. When was the organization formed and who were the founders?

_____/_____/_____   _____

3. What's the story/ sparking reason behind the creation of the organization?

_____

_____

_____

4. List out Recent Events hosted by the Org. and a brief summary of what each one was about.

_____

_____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

5. Please list the names of three other sites that you like. Why are they attractive to you?

_____

_____

_____

6. Do you have a logo?   ☐ Yes ☐ No

 If **No**, would you like us to create one?   ☐ Yes ☐ No Tell us what you would like it to look like:

_____

_____

7. Do you have a newsletter distribution system?   ☐ Yes ☐ No

 If **No**, would you like us to create one?   ☐ Yes ☐ No

8. Do you have other graphics to include?   ☐ Yes   ☐ No

   If **Yes**, please describe where we can access them:

_____

_____

9. Do you have a Donate button?   ☐ Yes   ☐ No -choose one

   If **No**, would you want us to make/add one?   ☐ Yes   ☐ No

10.   If you were googling your website, what words or phrases would you type?
        write the ones that are the most important, in CAPITAL letters.

_____

_____

_____

Technical Questions:
   To partner effectively with nonprofits, having a web hosting service and domain name is essential. If your organization doesn't have these, purchasing them will be necessary. If this aligns with your budget and policies, please proceed with the form.

11.   Do you have a domain name? If not, suggest some names. (https://www.*YourSiteName.org*)

_____

12.   Do you have a web hosting service? If so, what is the name of the company and website?

_____

_____

13.   **Check the boxes that match your requirements:**

☐ Blog Page   ☐ Portfolio   ☐ Frequent Theme Changes   ☐ Easy to search   ☐ Includes E-commerce   ☐ Donation Button   ☐ Frequent Content Updates   ☐ Frequent Feature Additions   ☐ Frequently Asked Questions   ☐ Forum   ☐ Secure Connection ☐ Newsletter   ☐ Email Marketing   ☐ Logo   ☐ Product Display   ☐ Displaying Past Events

14.   What other things do you want on your website?

_____

_____

_____

_____

_____

_____

_____

_____

Social Questions:

15.   Do you have a Social Media account? If not, suggest some names. List them down.

_____

_____

16.   What platforms are these accounts on? Would you like it on any other platform? List them down.

_____

_____

_____

_____

17.   **Provide your Usernames and Passwords for the following**:

Paypal:_____|_____

Webhosting:_____|_____

Suggested plans for Website hosting:

Free
Get a taste of the world's most popular CMS & blogging software.

$ 0
No expiration date

Starter
Create your home on the web with a custom domain name.

$ 4
per month, $48 billed annually, excl. taxes

Explorer
Build a unique website with powerful design tools.

$ 8
per month, $96 billed annually, excl. taxes

Creator
Unlock the power of WordPress with plugins and cloud tools.

$ 25
per month, $300 billed annually, excl. taxes

WORDPRESS

more info

RECOMMENDED

Business
Grow your brand

$ 32 /mo

Core
Engage your audience

$ 27 /mo

Light
Get the basics

$ 16 /mo

WIX

more info

START FOR FREE

GoDaddy Website Builder
FAST BUILD   ONLINE QUICKLY
FLEXIBILITY

Best for getting online swiftly with a beautiful, secure website that includes design flexibility, marketing tools and online payments.
Learn more about Website Builder

AS LOW AS
$10.99/mo
15% savings with an annual term

See Plans

Managed WordPress
FULLY MANAGED   DAILY BACKUPS
1000S OF PLUGINS

Best for faster load times to handle more visitors, plus 40 GB SSD storage, access to 59,000+ plugins, an ecommerce-ready site, 3 free Microsoft mailboxes, 1-click restore and more.
Learn more about Managed WordPress

AS LOW AS
$10.99/mo
15% savings with an annual term

See Plans

GoDaddy

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Personal
Connect to a custom domain

$10 /mo
billed annually
or $13 month-to-month

Professional
Connect your domain and add more customization.

$12 /mo
billed annually
or $16 month-to-month

Performance
Add features that drive growth and manage operations.

$26 /mo
billed annually
or $29 month-to-month

weebly

more info