

- **PACKAGE TO INCLUDE** (well identified and separated into folders)
 - SITE MAP
 - PROTOTYPE (TOUR : ALL instructions go here)
 - THEME PACKAGE
 - ASSETS READY TO USE
 - CONTENT (If instructions need to be included in the word document, they have to be in red, so it's clear for coder)
 - PSD MOCKUPS
 - JPG MOCKUPS
 - FONTS
 - EXTERNAL LINKS

- **SENT TO CODER** DATE _____

- **KICK-OFF MEETING** DATE _____
PARTICIPANTS _____

- **DEADLINE** DATE _____



WEBSITE PACKAGE

CHECKLIST TO PREPARE FOR CODE

-
- **CLIENT** _____

 - **DESIGNER** _____

 - **DOES THE CLIENT HAVE AN EXISTING WEBSITE?**
 - YES NO
 - ↳ EXISTING URL _____

 - **PROJECT**
 - WEB UPDATE NEW WEBSITE

 - **LANGUAGE CODE**
 - HTML 5 WORDPRESS
 - ↳ TO BE CONVERTED TO WORDPRESS
 - ↳ FULL WEBSITE
 - SPECIFIC PAGES _____

 - **CONTENT LANGUAGE**
 - ENGLISH FRENCH SPANISH OTHER _____

 - **TYPE**
 - BASED ON A THEME CUSTOM RESPONSIVE
 - ↳ THEME LINK _____
 - TIME IT TOOK TO FIND THE RIGHT THEME _____

▪ HOMEPAGE MAIN HEADER

SLIDERS VIDEO BACKGROUND IMAGE BACKGROUND

↳ LOOP?

↳ HOW MANY? _____

↳ HOW LONG EACH? _____

▪ WEBSITE PAGES

1- _____	7- _____
2- _____	8- _____
3- _____	9- _____
4- _____	10- _____
5- _____	11- _____
6- _____	12- _____

- BLOG
- E-COMMERCE SHOPPING CART
- ONLINE FORM
- LOGIN PAGE
- LANDING PAGE
- COMING SOON PAGE
- CHECKOUT // PAYMENT PAGE
- PORTFOLIO
- PRIVACY POLICY PAGE
- LEGAL PAGE

▪ SPECIAL SECTIONS

FACEBOOK FEED INSTAGRAM FEED NEWS FEED TIMELINE

CALL TO ACTIONS SEARCH TOOL

↳ PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

PAGE _____ ACTION _____ REPEATED ON EVERY PAGE

▪ FORMS

1- _____ LINK TO _____

2- _____ LINK TO _____

3- _____ LINK TO _____

4- _____ LINK TO _____

▪ IMAGERY

SENT BY CLIENT STOCK PHOTOS → # OF PHOTOS _____ ILLUSTRATIONS

▪ EXTERNAL LINK OPEN IN A NEW BROWSER TAB

SOCIAL MEDIA

f _____	in _____
@ _____	📌 _____
🐦 _____	👤 _____
📺 _____	G+ _____
📺 _____	OTHER _____

OTHER LINKS

PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____
PAGE _____	ITEM _____	LINK _____

▪ OTHER SPECIAL FEATURES (IF NEEDED)

▪ STANDARD INSTRUCTIONS

- The year in the copyright to update automatically.
- *Spiced up by Cayenne logo* to be added in the footer & to link to our website.
- Website's main colour.
- Website's main hover colour.
- Include the Favicon.
- If the theme offers a lot of options, make sure to mention to the coder every section in your design is based on which section from the theme.
- Google analytics to be installed.
- QC must be done by coder before releasing site to Cayenne.
- Install Wordfence.
- Improve page load speed.
- Optimize / work well for a wide range of browser windows sizes.