

Here's a handy checklist of materials and information that I'll need from you to get started. Most materials can be **emailed to [info@maestrawebdesign.com](mailto:info@maestrawebdesign.com)**, but for larger files like MP3s and video it's best to **use Dropbox** or another file sharing service. If you are already going to use Dropbox, consider using this to upload *all* your final materials, then simply share the folder with me.

## Website Materials Checklist

- outline of menu structure and page titles
- final written materials (proof-read and files clearly labelled according to the page you want them to appear)
- all your photos and images (including logos, CD covers etc) – full screen size is usually big enough for web purposes, larger if you want printable downloads
- specify if/where you would like cropping and/or correcting on photos, and which are for the gallery, which are for other pages, which for high resolution (printable) download
- information and credits for photos - name of photographer, production, company, other people in the photo
- any links to YouTube (pre-posted YouTube videos are much easier and cheaper to embed than unprocessed video)
- any audio and/or video clips you want to include, and exact timing for editing (I suggest 60 – 90 second selections rather than giving away whole tracks)
- information and credits for audio/video - production, company, conductor, other people singing/playing
- permission from production companies, unions and/or other musicians to include audio/video on your site
- a list of sales items (if applicable), along with descriptions, pricing, tax and shipping details
- a PayPal or other payment processing merchant account if you plan to do online sales
- ftp and control panel login information for your host provider (if you already have one)
- domain name registrar link and login (if you already have a domain)