

Client Intake Form

Welcome!

To help you fill this out, please review and follow the steps in the "[Client Intake Form Response Guidelines](#)" prior to submitting your answers.

Please fill out this form the best you can.

We accept one "Client Intake Form" per project.

We suggest you read through this form thoroughly, but do not fill it out individually -- Organize your responses as a group, representative of ESC.

A downloadable PDF version of the "Client Intake Form" can be found on your "Project Page" linked here: <https://www.sevenvisionstudios.com/escprojectpage>

*Some questions are optional as indicated by the absence of a red asterisk.

* Indicates required question

1. Email *

2. Have you reviewed the "Client Intake Response Guidelines" we sent to help you answer some of the questions in this "Client Intake Form?" If not, please review them here: "[Guidelines](#)" [Click Here](#).

Check all that apply.

Yes

3. Your Organization Name *

Section 1: Usernames and Passwords

4. What is your domain name?

5. Who is your Domain provider? *

6. Domain Provider Login Username and/or Email Address *

7. Domain Provider Login Password *

8. Email address for your organization; this will be used for the Newsletter. *

9. Your Webmail address (where we log into your email address) *

10. Your Webmail Login Password (to access your email) *

11. Social Media Links: Facebook *

12. Social Media Links: Instagram

13. Social Media Links: Youtube

14. Social Media Links: LinkedIn (if N/A, leave blank)

15. Social Media Links: Twitter (if N/A, leave blank)

16. Social Media Links

Please provide labeled links for any other social media you may have.

Example: 'Tumblr - www.tumblr./ourpage'

Section 2: Look, Aesthetic, Photos

17. Please share the links of 2-3 websites you like the look of and share the reasons why you like each website. [*See "Guidelines"](#)

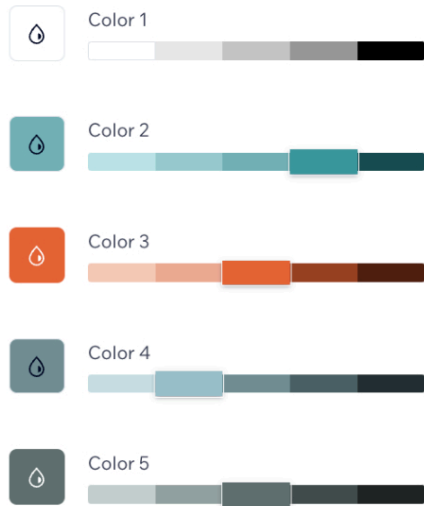
18. We would like to choose colors that match your logo. Our suggestion is the color palette pictures below. Does this palette work for you?

Mark only one oval.

Yes

No

Color Palette



Earth & Spirit
C O U N C I L

19. If you would like to pick a different palette, please let us know below we will promptly provide other choices.

Color Palette must be final before we deliver the first version of your website.

Check all that apply.

- This palette is good.
- Please send other options.

20. Please tell us about who you wish to reach; your intended community (sometimes called niche). Please be as specific as possible.

[*See "Guidelines"](#)

Photos

'Seven Vision Studios' possesses a drive with 'Earth and Spirit Council' photos. We will pick several photos from this drive for website. When picking the photos we will take into account the text you write for the website.

- We will do our best to incorporate as many photos as what works best with your website.
- Remember that you have a few revisions for this website creation and photos can one moved or changed out as we move forward.

Section 3: Your Website Pages

We will create up to five website pages for you

The four base pages will be:

1. Home Page
2. About Page
3. Documentary Page
4. Elder Resources

Your 5th additional page could be: Events Page (upcoming and past events). [*See "Guidelines For "Events Page"](#)

Other Page Suggestions:

- Definitions or philosophy the community would like to share
- Free Offering: gift, class, talk
- Services your community offers
- Blog
- Archive

We will also add a simple Contact Page (6th page).

Please note that we do not offer copywriting services for the text of your website. Please deliver the text for each page exactly how you will want it to appear on your website; we only perform minimal edits if something really big stands out us.s)

21. 1. Home Page Text *

[*See "Guidelines"](#)

22. 2. About Page Text *

[*See "Guidelines"](#)

3. Documentary Page

Documentary page will include the Documentary Trailer, Documentary link to view and Synopsis.

23. Doc Synopsis Text *

[*See "Guidelines"](#)

24. Documentary testimonials.

Please share any positive testimonials you have received for your documentary.

25. Page 4: Page Title (Elder Resources) *

26. Page 4: Page Text *

27. Page 5: Page Title

28. Page 5: Page Text

Section 4: Extras Specific to ESC

29. Do you have an easy way for people to donate to you?

If 'no', leave this question blank.

If 'yes', please give us:

- 1. One to two sentence text asking for donations.
- 2. State what the donation is for.
- 2. A link to the place where people can donate.

Linda would like some important quotes to appear on this website. We will do our best to incorporate them into the website although we can not guarantee that they will all be displayed. Please share those quotes below **in order of importance to appear on the website** in this format:

- 1. "To be or not to be, that is the question."- William Shakespeare
- 2. "You Have To Measure Your Successes And Your Failures Within. Not By Anything That I Or Anyone Else Might Think." Captain Picard
- 3. ETC.

30. Quotes for Website

31. Is there anything else you would like to share with us *that is not already covered in this form* that you would like us to know?

Please include all of the requests/comments from all involved on your end. Collecting your groups initial requests/communications on this form, as opposed to email, helps us stay efficient and organized. Thank you.

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