

Developing Web Pages at Gumeracha.com.au

Please note: the items below are suggestions

All Organisations

1. **Name**
2. **Logo** In jpeg, jpg or gif format if possible
3. **Colours** Copy of an existing business card, or letterhead
4. **Business location**
5. **Contact information –** To be displayed on site
 - Phone no.
 - Mobile no.
 - Fax
 - Email
 - Postal
6. **Contact Names**
7. **Opening times**
8. **Welcome / purpose statement** 1 - 2 paragraphs
9. **Images** In jpg format if possible.
 - Product pictures * You may need permission to use someone else's pictures.
 - Promotional images Do not breach copyright laws
 - Business/Organisation images
10. **List of services / products** If the list is long, provide it in Microsoft Word document, then can be changed into PDF file to linked to your page

Specific for business

1. **Price List** In Microsoft Word document, then to be changed into PDF file to link to your page
2. **Specials**

Specific for Community Organisations

1. **Committee members**
2. **Meeting place and timetable**
3. **Upcoming events**
4. **List of achievements**

Specific for Sporting Groups

1. **Committee members**
2. **Meeting place and timetable**
3. **Upcoming events / fundraisers**
4. **Coach contact information**
5. **Practice times**
6. **Games program**
7. **Weekly game results**
8. **Premiership ladder**
9. **Finals dates**

Please look at the examples already on our website:
<http://www.gumeracha.com.au>