

Before the project begins

Six checks for collecting the client material your website project needs.

- ☐ **Confirm the project and main contact**
Record who supplies the material and who can confirm it is ready to use.
- ☐ **List each required item separately**
Name the logo, page copy, photographs, links, and answers the project needs.
- ☐ **Explain what a usable submission looks like**
Specify the required format, context, or example so the client can respond clearly.
- ☐ **Set a useful delivery point**
Connect the requested date to the work it enables. Confirm dependencies together.
- ☐ **Review what arrives**
Distinguish received material from material that is complete and accepted.
- ☐ **Make the next step specific**
Explain any correction needed, identify missing items, and confirm readiness to begin.

A useful way to begin the conversation

"Here is the material I need to get started. Each request explains what to send. I will review the submissions and let you know what still needs attention."

PROJECT / NEXT STEP

A practical resource from Mindful Pages. Use it with your existing process.

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