

# Questions Community Service

## **What we can do:**

We can design a web site for you that will get your information out to the public. We will make it visually interesting and exciting. We will give you templates for design and show one of you staff how to use dreamweaver.

We can do printed forms but we do not electronic registration forms. Unless you have these already set up.

Do you have video on Youtube? A flicker stream of pictures? Someone twittering?

We will commit to doing 20-30 pages. Each student is putting in 90 hours his pro bono work is valued at approx. \$8,000 and should be treated the respect and care that is given a paid provider.

## **What we need:**

This is information we need to gather before we get started. The Springfield College semester is 15 weeks and in order to keep work moving forward, primary information needs to be supplied in advanced.

We ask for a 5 day turn around for any decisions (example we supply you with 3 layout “looks” - - you make a decision in 5 days and get back to us). Class is held on Thursday at 11. All decisions should be in by the Weds before.

## **Questions:**

**Please answer 1-3 questions and send response back within a week. Please answer 3-6 within two weeks.**

**1. Do you have a contact e-mail address?**

**2. What is your Purpose for the site?**

Information

Funding

Community awareness

Other explain

**3. Please find 4 webs sites (URLS) that you like. These sites can be for anything. We are just looking at them for ideas about what you like.**

Describe why you like them-

Ex: Color Palette

Placement of items on the page

Purpose of the site

**6. Describe the layout of your site. What pages are important ( see appendix 1:)**

Think about what is the most important? Should Child care come before Membership?

We will do up to 6 categories But each category can have a drop down menu.

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**5. Where is the data for these pages?** We need it electronically. We can accept files as ASCII text, we can extract from In Design.

**6. Who is going to input missing data?** Are they willing to be the liaison to Springfield? Will they pick up and respond to e-mail daily?

**7. What kind of pictures are you interested in using?** Do you have photographs? We can scan. Have the models signed off? Do you want pictures of underage children on your site? We need as many pictures as possible at the beginning of the term.

**8. Who is going to maintain the site once it is designed? Do you have a computer?**  
We are using Dreamweaver software. CS4

## Appendix 1:

Ex: Boston Y main Branch ( this page was located through the YMCA page-  
<http://www.ymcaboston.org/>)

Page Links

1. Current Events
2. About the Y
3. Many Faces of the Y
- 4.. Newsletter
- 5 Accommodations
6. Resident Camping
7. Branches
8. Membership
9. Camping
10. Adult care
11. Youth Care
12. Child care

## Appendix 2:

12. Child care
  - a. Dorchester family Branch
  - b. North Suburban Branch
  - c. Adolescent center
  - d. East Boston Branch
  - e. Roxbury Branch
  - f. Wang center of Roxbury