



## Getting Started

**This document will give you a good idea of what it takes to create your website. Read it over, and then let's set up a time to discuss your site in detail.**

**Think about what you want your site to look like, and how you would like it to be structured. If you have any specific colors or design elements in mind, give us that information, as it's a good jumping off point. We will gladly incorporate your ideas. Please take a look at our other designs for some inspiration and to get an idea of how our designs tend to function.**

**[www.roundhouse-designs.com](http://www.roundhouse-designs.com)**

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**Materials:** We use Dropbox to transfer files. It is an amazing, free, cloud storage service that provides shared access to any files you put in your Dropbox folder. We will send you an invite to a shared folder set up specifically for you. All of your photos and media that you would like included on the site should be put in that folder.

**Structure:** Your site can have as many pages as you like, so think about how you would like it organized. A list of pages you may want on your site includes but is not limited to: Welcome/Splash Page, Latest News, News/Updates, Biography, Resume, Media, Photos (single gallery, or multiple galleries of different types of photos), Video, Audio, Reel, Contact, Calendar, Press, Reviews, Links, Blog, etc. Our basic site pricing schedule is \$600 for 5 pages, and \$50 for each additional page. WordPress Based sites start at \$1,200 and go up from there depending on the size and scope of the project.

**Photos:** Our favorite sites integrate photography into the framework, so that everything about the site is designed uniquely to your identity. The best way to achieve this is to take website specific shots, preferably with a horizontal frame and a large background area. If you are interested in some new photos, we'll be happy to suggest a few photographers.

Additionally, if you recently had headshots taken, some of the shots you liked but weren't your final choice could be great for your site. Send us all of the photos you would consider using, and we'll create the best design for your needs. We can retouch any photos you need for \$30/image. Please send us the highest quality/resolution photos available.

**Content:** All of your content should be organized according to where it appears on the site. Content can either be saved as word documents in the Dropbox folder or sent to us via email.

For your news/updates page, please provide the exact wording that you'd like to appear on your site, any links you would like attached to the update, and also any logos or photos you would like featured there. For your biography, please note any links you would like included.

**Your resume will be available for download on the site as a two-page pdf file combined with your headshot. Please send us a version of your resume in both .pdf format and Word .doc format.**

**Any press quotes should be organized by production and include the necessary bylines. Also include links to the original articles if you would like them to appear on your site.**

**Video files should be uploaded to Youtube or Vimeo. Just send us the link to the file, and include any caption or title information you would like associated with the video.**

**Audio files should be sent to us in .mp3 format via the shared Dropbox folder. Please send us an ordered list of your audio files, as well as information you would like included with each piece of media. This could include title, caption, the production, date, location, or any additional pertinent information.**

**For your contact page, decide what personal contact information you would like available to the internet. We can create an email address of [yourname]@[yourdomainname].com. This can be set to forward to the email address of choice. Also include any representation info and any agent's graphics you would like included. In addition, consider whether you'd like any social media pages included as links.**

**Photo Galleries: These can be broken into separate pages of Headshots, Production Photos, Backstage Photos, and also everyday life photos. Please send us an ordered list of images and any captions you would like associated with them. Again, please send us the highest quality/resolution photos that you can get.**

**Setting up your domain:** If you already own your domain name, we'll need your username and password for the site from which it was purchased in order to have access to your domain

If you don't own it yet, it will need to be purchased. We can provide this service for you, at an additional charge of \$20/year.

**Web Hosting:** We provide web hosting on our devoted server for \$60 annually. If you prefer to host your site through another hosting service, we will gladly help to arrange that. However, continuing to host your site with us means that we'll be able to provide all the maintenance necessary to keep your site running smoothly.

If you will be hosting your site elsewhere, please let us know the login information for your hosting service.

If your site includes a WordPress CMS, hosting on our server will require enrollment in webmaster services. Webmaster services include software updating, security & spam filtering, site caching, and daily database backups. Hosting fees are included in webmaster services, and enrollment will be billed annually at \$150/year.

Additionally, if your WordPress blog is creating a massive amount of traffic or server space usage, it may be necessary to upgrade to a private linode server. Those rates can be discussed when and if those conditions arise.

**Rates:** After we have had a chance to talk about the look for your website, a \$300 non-refundable deposit is required to begin work. When your site is completed, you will be billed the remaining balance.

**Initial site design: \$600 (includes 5 pages)**

**Additional pages: \$50/page**

**Future updates: \$30/hour**

**Hosting: \$60/year**

**Custom email address: \$25/ user**

**WordPress sites start at \$1,200. There may be additional charges depending on the size and scope of the blog, and also for any advanced customization. Full estimate will be discussed depending on scope of work.**

**Additional services we can offer are headshot photography, photo retouching, logo design, reel editing, business card design, poster/flyer design, and social media coordination. Let us know if we can help you with any of those things as well!**

**We are looking forward to working with you!**

**-Ryan & Nick**

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