

CHURCH INFORMATION FORM

When you have completed the form, please click "Submit" at the bottom to save it and send it back.

CONTACT INFORMATION

Contact Person Name: _____

Contact Person Cell Phone: _____

Contact Person Email Address: _____

Church Name: _____

Church Physical Address: _____

Church Mailing Address: _____

Church Phone Number: _____

Church Fax Number: _____

Church Billing Address: _____

Church Billing Contact Person: _____

Church Billing Email Address: _____

Church Billing Phone Number: _____

Website Contact Email Address: (where do you want any inquiries on your site to go?)

Please list current company website URLs:

Do you have any websites that you like the look and feel of? Please List:

DOMAIN INFORMATION

Do you currently own a domain for your website? _____

List domain URL: _____

List any other domains that you will want forwarded to the official domain

Do you currently have a host for your domain? Please List:

GRAPHICS

Do you have an official Church logo? _____

Do you have any branding guidelines? _____

How happy are you with your existing logo on a scale of 1-10(ex: 10 - Very Happy):

Please send all existing logo file formats (largest file size that you have available) to info@smartmarketingpb.com

Please include the following formats: .jpg, .png, .ai, .eps, .pdf

Do you need horizontal or vertical logos created from your existing logo? _____

Do you need additional file formats of your existing logo created? _____

Do you have a preferred color scheme for your company? _____

Please include Color Codes (separated by commas):

If you do not have set color codes, may we use your logo to create codes? _____

If you have existing photography or larger files that you would like to include on your site, please share these photos via Dropbox with info@smartmarketingpb.com

SOCIAL MEDIA ACCOUNTS

Church Facebook URL: _____

Church Twitter URL: _____

Church Instagram URL: _____

Church LinkedIn URL: _____

Church YouTube URL: _____

Any additional social channels that you use? Please List URL's

SITE CONTENT

About Us

Include an 'About Us' statement for your company: 250-400 Words

Tips for the 'About Us' statement: Tell guests what your church and ministry is all about.

Include as much information as possible. For Example---

Year Founded:

Name of Pastor/Founding Pastor:

Church History: 100-300 Words

Mission Statement:

Vision Statement:

Slogans:

Are there any partnerships with any companies/organizations that you would like included on your website? (this is typically done with their company logo)

Additional Information/Comments: Please include any other information that you would like to include on the About Page or provide further explanation on any of the above content.

Horizontal lines for text entry.

Staff

Overview Statement of Staff: 100-250 words:

Do you want to include your staff on the website? _____

List Name/Title of staff to be included on the website:

Do you want to include your staff's email addresses? Please List:

Do you want to include staff bios? Please List:

Do you want to include personal social media links for each staff? Please List:
