



The Final Checklist



NEED HELP? INFO@TOTOLISTUDIO.COM

The Process

STEP 1: BRANDING

- Create A Pinterest Inspo Board and share @totolistudio
- Fill Out Branding Strategy Questionnaire

STEP 2: PREP

- Pick Out Websites you Admire
- Pick Out Your Most Professional Images
- Gather/Receive Testimonials
- Create Freebies (if applicable)
- Get Your Website Specific Copy Ready

STEP 3: DELIVERABLES

- Fill Out Client Deliverables Google Doc
- Put Your Photos In A Google Drive Folder
- Put Your Policy & Terms Copy In A Separate Google Doc

STEP 4: AFTER SITE IS COMPLETE

- Be On The Lookout For An Email (check spam folder)
- Request Domain Transfer
- Migrate Blog Or Podcast (if applicable)

Tutorials

CREATING FOLDER & FILES

USING OUR GOOGLE DOC

Please have steps 1-3 completed and sent to us at least 48 hours before our scheduled day.

If you have any questions, please send us an email at info@totolistudio.com