

INTAKE FORM FOR WEBSITE SETUP

FORM FOR COLLECTING INFORMATION TO MODIFY
HEADER, FOOTER, IMAGES, PAGES AND OTHER INFO

\$150 INITIAL WEBSITE SETUP PACKAGE



HOW TO USE THIS FORM

- CREATE AN EMAIL ADDRESSED TO INTAKE@SITETACKLE.COM WITH YOUR ACCOUNT NUMBER (1XXXX) AND THE WORD "INTAKE" IN THE SUBJECT LINE.
- GATHER ALL YOUR CONTENT SUCH AS: TEXT, IMAGES AND INFORMATION REQUESTED IN THE FOLLOWING PARTS OF THIS FORM, AND INCLUDE OR ATTACH IN THE EMAIL.
- FOR LARGER FILES UPLOAD THEM TO OUR HTTPS://WWW.DROPBOX.COM/REQUEST/P9IEG0JGOLPC91X392VB ACCOUNT, MAKING SURE YOUR FILES ARE IDENTIFIED BY ACCOUNT NUMBER AND CHURCH NAME.
- IF YOU DO NOT WISH TO USE OR COMPLETE A SECTION OR DON'T HAVE MATERIAL NOW, BUT WISH TO SEND IT LATER, THAT IS FINE. JUST LET US KNOW.

HEADER



- PROVIDE YOUR CHURCH LOGO. IF YOU DO NOT HAVE ONE, WE CAN INTEGRATE YOUR DENOMINATIONAL LOGO WITH YOUR CHURCH NAME. PLEASE INDICATE WHICH YOU PREFER AND IF USING YOUR OWN LOGO, ATTACH ANY RELEVANT GRAPHICS.

STAFF PAGE

John Smith

Executive Pastor

This is my bio. All about this person goes here. Everything you want to say.
As much as you want.

[Optional email link here](#)



- INDICATE AND ATTACH PHOTOS, BIOS, SOCIAL LINKS AND EMAIL FOR AS MANY STAFF MEMBERS AS YOU WOULD LIKE ON THE STAFF PAGE

ABOUT US PAGE

OUR MISSION

Leading people to a relationship with Christ.

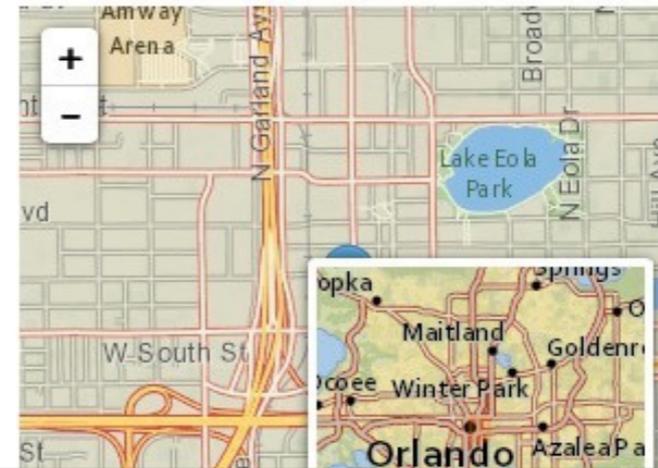
We have made a commitment to do whatever is necessary to reach unchurched or dechurched people. Once we establish a relationship with them and they establish a relationship with God, they become part of Christ's body or the church. We openly welcome people with challenges and problems but are seeking a relationship with God and others.

- PROVIDE CONTENT SUCH AS YOUR MISSION STATEMENT, VISION, CORE VALUES AND/OR CHURCH HISTORY.

CONTACT US PAGE

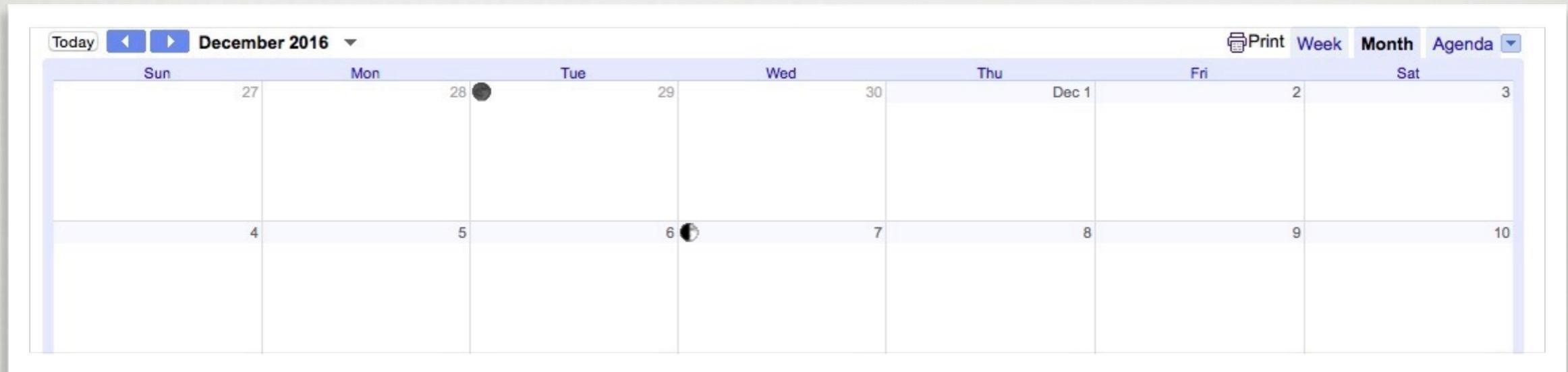
Contact Us

The Grove Church
71 Moore Street
Orlando, FL 12345
(333) 344-2651 - PHONE
(333) 344-1560 - FAX



- WE'LL CREATE A MAP FROM THE ADDRESS YOU PROVIDE. YOU'LL WANT TO INCLUDE YOUR TELEPHONE NUMBER AND EMAIL AND ANY FORM OF COMMUNICATION SUCH AS SOCIAL MEDIA LINKS AND WAYS TO CONNECT.

CALENDAR OF EVENTS PAGE



- GOOGLE CALENDARS ARE EDITABLE FROM ANYWHERE. IF YOU DO NOT ALREADY HAVE ONE, SIGN UP FOR A FREE ACCOUNT. YOUR CURRENT CALENDAR CAN EASILY BE IMPORTED TO GOOGLE. ONCE YOU HAVE AN ACCOUNT, INCLUDE THE LOGIN INFO AND WE'LL USE IT TO EMBED YOUR GOOGLE CALENDAR. [CALENDAR.GOOGLE.COM](https://calendar.google.com)

ONLINE GIVING

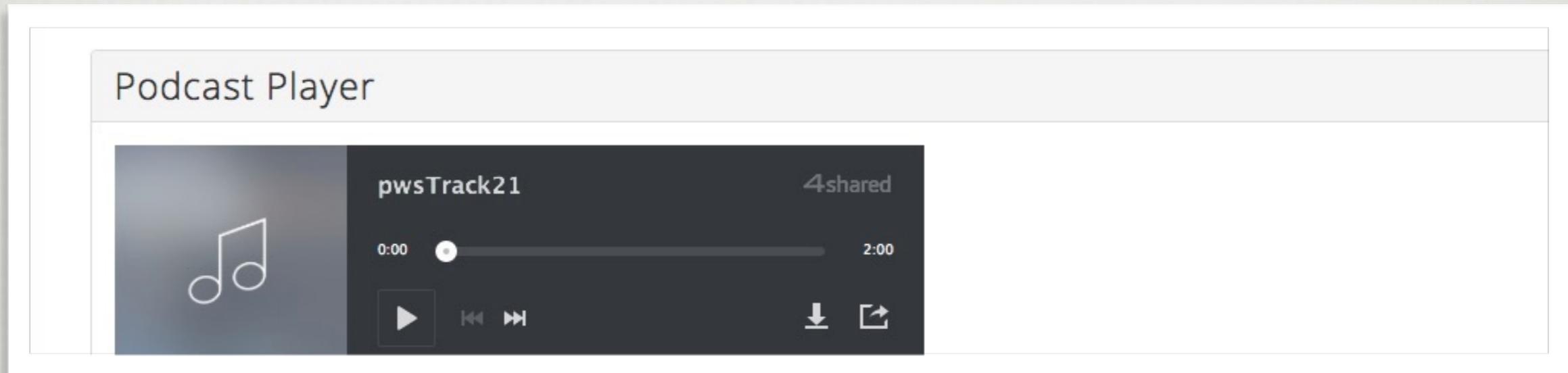


Donate With
PayPal



- ALL WE NEED TO KNOW IS THE EMAIL ADDRESS YOUR PAYPAL ACCOUNT IS LINKED TO, OR THE ONE YOU RECEIVE YOUR DONATIONS TO. THAT'S ALL WE NEED TO SET THINGS UP. [PAYPAL.COM](https://www.paypal.com)

PODCASTS



- IF YOU HAVE AUDIO OR VIDEO OF YOUR SERVICES, GIVE US 1 OR 2 AUDIO OR VIDEO CLIPS AND WE'LL GET YOUR PODCAST PLAYER STARTED. CLICK HERE TO UPLOAD YOUR AUDIO VIDEO FILES TO OUR DROPBOX ACCOUNT, AND BE SURE TO IDENTIFY YOUR ACCOUNT NUMBER AND CHURCH NAME WITH THOSE FILES.

FRONT PAGE HIGHLIGHTS

Content goes here...

This is a great place to introduce your company or project and describe what you do.

Lid est laborum dolo rumes fugats untras. Etharums ser quidem rerum facilis dolores nemis omnis fugats vitaes nemo minima rerums unsers sadips amets.

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- LIST ANY WELCOME TEXT OR HIGHLIGHTS YOU WOULD LIKE ON THE FRONT PAGE.

SERVICE TIMES

Service Times

Sunday

9:00 A.M.

10:30 A.M.

6:00 P.M.

- LIST YOUR REGULAR SERVICE TIMES AND ANY OTHER REGULAR EVENTS THROUGHOUT THE WEEK YOU WOULD LIKE POSTED.

FOOTER

SOCIAL



THE GROVE

[Newsletter](#)

[Special Events](#)

[This Sunday](#)

[Give Online](#)

MEDIA

[Sermon Podcasts](#)

[PowerSurge Podcast](#)

[Pastor's Blog](#)

[Listen on iTunes](#)

FOR YOU

[Christian Healthcare Ministries](#)

[Webmail Login](#)

- INCLUDE ANY SOCIAL ACCOUNTS AND IDENTIFY ANY SPECIAL LINKS YOU WOULD LIKE IN THE BOTTOM. USUALLY, WE COPY THE TOP MENU, SO VISITORS CAN ACCESS LINKS FROM THE BOTTOM OR TOP SO PAGES ARE MORE EASILY ACCESSIBLE.

IMAGES



- FINALLY, PLEASE INCLUDE 10-15 IMAGES WE CAN PICK AND CHOOSE FROM TO INCLUDE THROUGHOUT YOUR SITE. A PICTURE OF YOUR FACILITIES, STAFF MEMBERS, WORSHIP IN ACTION, CHURCH ACTIVITIES, MINISTRY LOGOS, CHURCH TRIPS OR PICNICS, ETC.