



## Township website creation CHECKLIST OF ITEMS THAT COULD BE INCLUDED ON THE WEBSITE

Below is a list of items that COULD be included on the website. It is up to the township to determine which pages and information they'd like to include. These are ideas to consider. **Please send information and items for the website to [Leslie@RosedahlPublicAffairs.com](mailto:Leslie@RosedahlPublicAffairs.com)**

### BASICS:

- Preferred Domain name  
(Example: [www.TurtleLakeTownship.com](http://www.TurtleLakeTownship.com)). (To determine availability, just try it in a web browser to see if it goes to an existing website).
- Email addresses based on the website address, to create (optional)  
Example: [Info@TurtleLakeTownship.com](mailto:Info@TurtleLakeTownship.com))

### RECOMMENDED PAGES:

#### PAGE 1: HOMEPAGE

- Short description of township (if you have a motto or any existing language)
- Pictures of the township
- Township logo - as many forms/highest resolutions as possible (if available)
- Social media links
- Sign up box to receive emails/alerts from the township (can automatically be sent with update to "news" page)

#### PAGE 2: ABOUT

- Descriptive language about the township. Suggestions: population, history, what it's known for
- Pictures of the township. Suggestions: scenic, town hall, events with description, leadership, equipment

#### PAGE 3: NEWS/EVENTS

- Information about upcoming meetings, events
- Miscellaneous timely news/information to share with community

#### PAGE 4: TOWN BOARD (or TOWNSHIP LEADERS)

- Township official names, pictures, email address, phone number
- Date/time of regular meetings, how to participate. (Could put this also in latest news page)
- Meeting minutes/agendas (can include past ones)

#### PAGE 5: RESOURCES

Here we can include and list anything the township feels like the community would be interested in having online to easy access:

- Township maps,
- Common zoning ordinances
- Common permit applications/information
- Tax information
- Other common forms
- Town Hall rental information
- Public notices
- Emergency Services
- Community resources/business/education/parks

#### PAGE 6: CONTACT

- Mailing address, town hall address
- Email address (or contact form if requested)
- Hours town hall is open?