

Website/Blog Launch Checklist

- ☐ Create a homepage of your site (if your homepage is not a blog)
- ☐ Create a blog section of your site in [yoursite.com/blog](#)
- ☐ Write at least one introductory article about the launch, who you are & what you do (If your site is a blog, write at least 5 articles)
- ☐ Create an “**About Page**” and put the author name, picture and a small bio.
- ☐ Put social media profile links (at least Facebook & Twitter) in your About Page/Sidebar/Footer
- ☐ Create a contact page with a contact form, email, phone number, address or any other details you feel better.
- ☐ Create a “**Services/Products/Solutions**” page and explain your offerings in detail.
- ☐ Create a “**Testimonials**” and “**Portfolio/Our Works**” page. If you don’t have any of them, then skip.
- ☐ In the homepage write a short introduction about how you can solve their problems.
- ☐ In the blog posts, have comments enabled.
- ☐ Add a website tracking script (I suggest [Clicky](#))
- ☐ In blog posts, have social sharing links (At least Facebook Like, Twitter Tweet & Google +1 Button)
- ☐ Have an email newsletter/ mailing list form. Add it on the homepage, sidebar and at the end of blog articles.
- ☐ Create a FAQ (Frequently Asked Questions) section. Add most asked questions & answers related to your site. People always love to check the FAQ page.
- ☐ Create [Disclaimer](#) & [Terms of Service](#) page. Use the links to get sample forms and then just replace it with your name.
- ☐ Add paypal/credit card logos if you are accepting payments online.
- ☐ Add certification/Appreciation seals like BBB seal (if you have one) in the footer area.
- ☐ Create a sitemap. It’s a list of all available pages of your site.
- ☐ Add the main pages in the navigation menu (top)

- ☐ Add the legal pages and copyright notice in the footer.
- ☐ Add a search bar in top right or in the sidebar area.
- ☐ Check your website in Google Chrome, Mozilla Firefox, Apple Safari, Opera & Internet Explorer. See how your site looks like, if it breaks, then get it fixed.
- ☐ Test your website in a mobile device. Use simulators like [Apple iPhone Simulator](#) and [Opera Mini Demo](#). See how your site looks like in mobile. (optimize if required)
- ☐ Take a [speed test](#) of your website/blog and improve when necessary.
- ☐ Check each of your links by clicking to it. If you find a broken link, fix it.
- ☐ Load your website in as many different computers & screens as possible and see how it looks.
- ☐ Recheck your website for any typo/grammar errors.
- ☐ Show your blog/website to at least 3 people and take their opinion. See how they use the site and if they find it difficult to get an option.
- ☐ Take 1 day off; don't look at your website. Come back again and look at your site again. This will reveal any problems/improvements that you may have missed previously.
- ☐ You should not stress yourself by making your site perfect; you can make these changes after you launch the site too.
- ☐ Launch your site and show it to the world!

I hope this checklist will help you to look professional. All the best to your next website/blog,

Tamal Anwar

<http://www.blogkori.com/>