

# SCED Meeting Notes - Website

05/29/15-1:30pm **SG** (Steve Garson) and/or **GDS** (Garson Design Services) called **TC** (Teresa Clyde)

## Phase 1 Website Pages (3 pages)

**Page 1 – HOME (and About Us)**

**Page 2 – SERVICES**

**Page 3 – CONTACT**

Info listed in order of top to bottom for each website page.

To start design I will need the following: **Items** \_\_\_\_\_

### **Standard on each page:**

- 0.1 Logo (New name design)  
Contact info: Phone number  
Facebook page button/link - I have link : )  
(Future: LinkedIn business page button/link)
- 0.2 Page Links: 1. Home/About Us 2. Services 3. Contact
- 0.3 Bottom: Contact: Phone number, Page links again

### **Page 1 – HOME (and About Us)**

- 1.1 **Photo Gallery**  
3-4 photos with transitions – maybe some verbiage  
Showcase tent photos  
**TC to provide SG around 8 photos** to choose from for horizontal cropping  
**GDS RCVD DATE: \_\_\_\_\_ Photos**
- 1.2 **Thumbnail Photos and Very Brief Description** (see www.pawsup.com example)  
(8 different) to 8 different anchor links to/on the Services page.  
**GDS RCVD DATE: \_\_\_\_\_ Photos**  
Service Categories Text below each Thumbnail Photos
  - 1.2.1 **Events** – ie: Professional services from Corporate to Winery functions.
  - 1.2.2 **Draping** –
  - 1.2.3 **Decor** –
  - 1.2.4 **Audio** –
  - 1.2.5 **Lighting** – ie: A range of dramatic lighting for an unforgettable event.
  - 1.2.6 **Flooring** –
  - 1.2.7 **Rental** –
  - 1.2.8 **Gallery** –**GDS RCVD DATE: \_\_\_\_\_ Text**
- 1.3 **About Us**  
Intro text about SC Event Design. (see www.pawsup.com for example of length)  
WIP - Stephanie to revise.  
**GDS RCVD DATE: \_\_\_\_\_ Text**

### **Page 2 – SERVICES**

- 2.1 **Brief Intro to Services Page**  
**GDS RCVD DATE: \_\_\_\_\_ Text**
- 2.2 Bullet point Services list of 1.2 above. – **SG** to do.
  - 2.2.1 SG to create “anchor” links of list to each corresponding Service Section below.
- 2.3 **Services Sections** – With SG guesses for subcategories (from my 05/07/15-2:30 notes)

- 2.3.0 **Events** – 1. Special Events 2. Corporate 3. Conferences 4. Fundraiser  
5. Private Dinners 6. Outdoor Events 7. Concerts 8. Festivals  
7. Winery Functions 8.0 Graduations
- 2.3.2 **Draping** – 1. ? 2. ? 3. ?
- 2.3.3 **Decor** – 1. Wood walls 2. Fire Pit 3. Furniture 4. Linens 5. ? 6. ?
- 2.3.4 **Audio** – 1. ? 2. ? 3. ?
- 2.3.5 **Lighting** – 1. ? 2. ? 3. ?
- 2.3.6 **Flooring** – 1. Carpet 2. Plexi 3. Wood 4. ?
- 2.3.7 **Rental** – 1. ? 2. ? 3. ?
- 2.3.8 **Gallery – Tent Styles** – 1. Clear top 2. No Top 3. ? 4. ?
- 2.4 **Photos 2-3 diff. for each Service Section**  
8 different x 2-3 different photos = 16-24 – Good to have extras to choose from : )  
**TC** to name each photo so I know where it belongs. le: Drapery–??  
**GDS RCVD DATE: \_\_\_\_\_ Photos**
- 2.5 **Very Brief Description for each Service Section**  
8 different.  
Could use the same as used in 1.2 **YES NO: \_\_\_\_\_ Text**  
...or recreate a bit longer if helpful.  
SG to also see if each photo needs some type of title so viewer understands what they are looking at.  
**GDS RCVD DATE: \_\_\_\_\_ Text**

### Page 3 – CONTACT

- 3.1 **Contact Info**
- 3.2 **Possible viewer form**

### Phase 2 Website Pages (TBD? pages)

- 1.1 Add inventory page(s) Non public - Additional cost from orig. 3 page estimate.  
Client said (05/26/15-12:15pm email) this would come in Jan. 2016 when slower.  
Date may change.
- 1.2 Make separate pages for each Services Category/Section with more photos, info etc.  
When extra photos/info need a full and separate page.
- 1.3 ?

NOTE: I did my best to the above correct from the phone, meeting conversations and my notes.  
Please email suggested corrections/additions back to me! : )

**Steve Garson - Owner**  
Garson Design Services  
707-439-5323  
mail@garsondesign.com