

LDG Website Completion Timeline

~~3/28 — Jon Vaughn Casey sends email to Senior Design Staff requesting each to send in the following — due to JVC by 4/6~~

- ~~1. List of their projects they would like to be on the PROJECTS page~~
- ~~2. Website worthy headshot/photo of themselves~~
- ~~3. List of 15-20 Design Credits~~

~~3/28 — Jon Vaughn Casey sends email to Executive Staff requesting each to send in a website worthy headshot/photo of themselves — due to JVC by 4/6~~

~~3/28 — Fred Uebele sends email to Full Staff asking for information to write bios for website — due to FU by 4/6~~

~~4/6 — Items Due~~

- ~~1. List of Projects from Designers~~
- ~~2. List of Design Credits from Sr. Design Staff~~
- ~~3. Headshot/Photos from Sr. Design Staff and Executive Staff~~
- ~~4. Information from staff to Fred to write bios~~

~~4/9 — JVC sends list of recommendations for jobs to be included in initial launch of website to Steve and Dennis — feedback due by 4/11 (or proceed without)~~

- ~~1. List includes ~15 jobs (depending on how many are submitted)~~
- ~~2. List will be based on website worthy photos available for jobs~~
- ~~3. List will identify which jobs will be considered the “Top 6” jobs that will show up first on the “Featured Projects” bar at top of PROJECTS page~~

~~4/9 — JVC sends recommendations for HOME PAGE slide show photos. Will include 5 high quality photos for home page.~~

~~4/9 — JVC sends email to Project Managers for information about projects that will appear on the website — due by 4/11~~

~~Information includes:~~

- ~~1. Exact Project Name~~
- ~~2. Date of Show/Launch~~
- ~~3. Project Staff (LD/ALD/Crew/Production)~~

- ~~4/9 Copy for main About section, Our services description and Meet the Team overview due to JVC from Lisa Aldisert~~
- ~~4/11 JVC Check in for feedback about list of projects from SB/DS (if none, proceed)~~
- ~~4/11 Items Due:~~
- ~~1. Project information from PM's~~
 - ~~2. Completed Staff bios due to JVC from Fred Uebele~~
 - ~~3. Copy from LA from 4/9 due date entered by JVC~~
 - ~~4. Logos selected for client list~~
- ~~4/16 Client logos edited to be white only by Lance Darcy~~
- ~~4/16 Lance enters news stories in NEWS section for initial launch~~
- ~~4/16 Andrew Lipson/Lisa Aldisert edit/confirm basic job postings that will live under "Careers" section to include; PM, PA, LD/ALD~~

UPDATED SCHEDULE FOLLOWS

- 4/23-4/30 Email remainder of Staff for Website/Headshot quality photos (like we did with Sr/Exec Staff) & enter into website as acquired
(Staff will not be part of initial launch and we will add photos and update when all/majority of staff photos have been obtained)
- (4/26-5/6 SB Vacation)*
- 4/30 ALL CONTENT ENTERED IN WEBSITE
- 4/30 Send website link to Mark London & Dennis Size for review
-notes/edits due by 5/4
- 5/7 Update website with ML/DS notes
- 5/8 Send to Steve Brill for further review/comments/edits
-Notes due back by 5/14 *(before leaving for Royal Wedding)*
- (5/12-5/21 JVC Vacation)*
- 5/22 Update website with SB Notes
- 5/23 Send Website to Steve, Mark & Dennis for final notes
-notes due by 5/30
- 5/30-31 Update website with final notes – triple check entire website
- 6/1 LAUNCH WEBSITE