Choir Website Spring Cleaning Checklist

Quick Fixes with Big Impacts

- ☐ **Update Your Contact Info**: Ensure all contact details are correct and easily accessible.
- ☐ **Refresh Your Home Page**: Make sure your welcome message, banners, and key information are up-to-date.
- ☐ **Test All Your Links**: Click through your site to ensure everything is working properly, especially donation and ticket links.
- ☐ **Test Contact & Signup Forms**: Submit a test entry to ensure your forms are functional and submissions are received.
- ☐ **Test Donation & Dues Pages**: Verify that donation and payment links work smoothly.

Tidy Up the Content

- ☐ **Archive or Remove Outdated Info**: Move old content to an archive section or add a note to indicate past events.
- ☐ **Update Key Pages**: Review and tweak pages like "About," "Join Us," and "Donate" for accuracy.
- ☐ **Refresh Photos & Videos**: Replace outdated media with recent photos or concert videos.
- ☐ **Clean Up Your Media Library**: Organize or delete old files to keep your library tidy and improve site performance.

Make It Easy to Navigate

- ☐ **Review Your Menu Structure**: Simplify and ensure your menu is clear and intuitive.

- ☐ **Declutter the Homepage**: Prioritize essential content and use headings or buttons to guide the eye.
- ☐ **Update Call-to-Action (CTA) Buttons**: Ensure your CTAs are visible, functional, and aligned with your choir's goals.

Do a Tech & Accessibility Check

- ☐ **Test Your Site on Mobile**: Ensure your site is mobile-friendly and all elements are readable and functional.
- ☐ **Check Site Speed**: Use tools like Google's PageSpeed Insights to analyze and improve loading times.
- ☐ **Add Alt Text to Images**: Ensure all images have descriptive alt text for accessibility and SEO.
- ☐ **Use Clear, High-Contrast Text**: Ensure text is readable with high contrast against the background.

Organize & Plan Ahead

- ☐ **Create a Maintenance Calendar**: Set up reminders to check and update your website every 3–6 months.
- ☐ **Keep Software and Plugins Up-to-Date**: Regularly update your website builder and plugins to ensure performance and security.
- ☐ **Monitor Website Performance**: Use tools like Google Analytics to track visitor behavior and optimize content.
- ☐ **Ask for Feedback**: Request input from board members or trusted visitors on the usability of your site.