

Harmony House LLC — Website Onboarding Checklist

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This is everything we need from Harmony House to start the website redesign and CMS build. Check off each item and send materials to **deon@polemarch.site** (or a shared Drive/Dropbox folder). The 30–45 day production clock starts once **Section 1 through Section 4** are complete.

1. Access & Accounts (blockers — needed first)

Done	Item	What we need / why
☒	Domain registrar login	Where harmonyhouseaba.com is registered (GoDaddy, Namecheap, etc.) — login or DNS delegate access.
☒	Current hosting login	Host control panel / existing site admin so we can back up and migrate.
☒	Existing website admin	WordPress/Wix/Squarespace admin credentials, if any.
☒	Business email provider	Google Workspace or Microsoft 365 admin — so DNS changes don't break email.
☒	Google Analytics / Search Console	Add deon@polemarch.site as admin, or confirm we should create new properties.
☒	Social media handles	Facebook, Instagram, LinkedIn URLs to link in the footer.

2. Brand & Visual Assets

Done	Item	What we need / why
☒	Logo files	Highest quality available — vector (.ai, .eps, .svg) preferred; PNG with transparent background acceptable.
☒	Brand colors & fonts	Hex codes and font names if you have a brand guide. If not, we'll propose a palette.
☒	Photography	Staff headshots, office/clinic interior, therapy sessions (with releases). 10–20 images ideal.
☒	Photo release forms	Written consent for any client/patient or minor appearing in photos — required before publishing.
☒	Existing print materials	Brochures, intake packets, flyers — helps us match voice and tone.

3. Content — Copy & Messaging

Done	Item	What we need / why
☒	Services list	Every service offered (ABA therapy, assessments, parent training, etc.) with a 2–4 sentence description each.
☒	About / Our Story	Founding story, mission, values — rough notes are fine, we'll polish.
☒	Team bios	Name, credentials (BCBA, RBT, etc.), title, and a short bio per team member.
☒	Insurance & payment info	Accepted insurance plans, private pay policy, sliding scale if applicable.
☒	Service areas	Cities/counties served, in-home vs. in-clinic vs. telehealth.
☒	FAQs	Top 8–12 questions parents ask before their first call.
☒	Testimonials	Approved quotes with first name + initial only, plus written permission.
☒	Careers content	Open roles and how to apply, if you want a careers page.

4. Functionality & Forms

Done	Item	What we need / why
☒	Contact form fields	Exactly what you want collected on the inquiry form.
☒	Intake / referral form	Do you want an online intake form, or a PDF download plus a call-back request?
☒	Where submissions go	Email address(es) that should receive every form submission.
☒	Scheduling	Do you want a booking calendar, or a “request a consultation” flow?
☒	Newsletter	Mailchimp/Constant Contact account, if we should wire up signups.
☒	Accessibility target	We build to WCAG 2.1 AA. Confirm if you have a stricter requirement.

5. Compliance Notes (please confirm in writing)

Done	Item	What we need / why
☒	No PHI on the website	The site is a marketing asset. Forms collect inquiry-level info only — no diagnoses, treatment notes, or protected health information.
☒	No portal in Tier 1	Client portals, EHR integration, and HIPAA-covered messaging are out of scope for this tier.
☒	Privacy policy & terms	Send existing versions, or confirm we should draft starter versions for your attorney to review.

6. Decisions & Approvals

Done	Item	What we need / why
☒	Primary point of contact	One decision-maker who gives final approval, to keep the timeline on track.
☒	Reference sites	3–5 websites you like (and 1–2 you dislike) with a note on why.
☒	Sitemap approval	We'll send a proposed page list — you approve or edit.
☒	Review turnaround	Please commit to 3 business days or less per review round.
☒	Deposit & signed agreement	\$1,000 deposit and signed agreement start the clock. \$500 due on delivery.

Timeline reminder: 30–45 days total — approximately 30 days design and build, 15 days review, edits, and launch (or sooner). Delays in delivering the items above shift the launch date accordingly.

Questions on any line item? Email deon@polemarch.site or call (202) 680-3227. Send partial materials as they're ready — don't wait until everything is complete.