**Quality Checklist**

This checklist helps you to ensure that your website is complete and meets the quality required. You do not need to tick every section, just the options that you have included on your website.

|  |  |
| --- | --- |
| **Quality Checklist** | |
| **Description** | **Tick Here** |
| Has your website met the minimum content requirements (see How To….guide)? |  |
| Have you adopted a consistent house style for fonts, colours and line spacing? |  |
| Have you checked all the information on the site is factually correct and up to date? |  |
| Do you have consent for any images displayed on your website? |  |
| Have you ensured that you have not broken any copyright laws? |  |
| Is the language plain and simple, and have you avoided using jargon and acronyms? |  |
| Are your fonts and background easy to read? |  |
| Do all your pages have a title and you have no duplication? |  |
| Does the homepage look over cluttered or have a lot of blank space? |  |
| Does your Header/Banner look OK? |  |
| Do you have any duplication on your Menus or Subsections? |  |
| Do all your links work or are they broken? |  |
| Are all your images displaying correctly? |  |
| If you have used a video, does it play properly? |  |
| If you have added your Twitter feed, does that look OK? |  |
| If you have used a slideshow, is it displaying properly? |  |

**Your website is now ready to Go Live!**