Client Presentation Planning Sheet Name:

1. Greeting & Thank-you for opportunity to collaborate
2. Review Client Needs (from initial interview)

3. Evaluation of current situation (current web or lack of one)

4. Short summary of main ideas you would change & why

5. Present Options (NOTE: *State you began design process without color and you will work on that next* after agreeing to web layout).
6. Seek Client Approval & Confirm Which Design You Proceed With (NOTE: It is possible that there is a misunderstanding about client needs and/or "best" design. In this case, you are "back to square 1".

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