

Right Side Menu Planning Worksheet

WSU Extension Program Website

Program: _____

Contact Person: _____

What should visitors find quickly?

(Check all that apply)

- About the Program
- Contact Information
- Upcoming Events / Classes
- Calendar
- Resources / Publications
- FAQs
- Registration / Sign Up
- Volunteer Information
- Newsletter / Email Signup
- Forms or Applications
- Request Help / Ask a Question
- County Specific Information
- Social Media Links
- Other: _____

Top 5 Website Priorities

What are the TOP 5 things visitors come to your website for? (Number in order of importance)

1. _____

2. _____

3. _____

4. _____

5. _____

Should any of these links appear on every page?

Yes No

If yes, which ones?

Right Menu Hierarchy

List the links in the order visitors should see them (most important first):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Notes / Special Requests

Helpful Tip: Keep the menu focused on 5–8 key links, with the most important information near the top.