



## WHAT YOU NEED TO KNOW ABOUT YOUR WEBSITE RIGHT NOW.

Your website is your digital home and you should have complete access to every component of the site. Ensuring you know (and document) these six key items will protect your organization from unwanted stress or crisis, in the future.

### DISCOVER & DOCUMENT

**Your web designer/developer**

**Your website platform**

**Where your domain is hosted**

**Where your website is hosted**

**Renewal / expiration dates  
for your site + domain**

**Your transition plan**

#### BRAINSTORM BOX

Who in my organization has this information? Where is it located? Who should I talk to about this? When can I do that?

