

FREE CHECKLIST

Website Launch Readiness Checklist

A one-page go / no-go check to run before you point visitors at a new website.

Format: 14-step checklist with tick boxes

Use it for: The final day before a site goes public

How to use this checklist

Work top to bottom on the live domain (not a staging copy). Tick a box only when you have checked it yourself in a browser. Any unticked box is a reason to pause the launch and fix it first.

Domain & access

- ☐ **1. The domain loads over https:// with a valid padlock**
Try both the www and non-www versions; both should end on the same https address.
- ☐ **2. Search engine visibility is switched on**
WordPress: Settings > Reading > "Discourage search engines" must be unticked.
- ☐ **3. You can log in to hosting, domain registrar and WordPress**
Store each login in a password manager, not in email.

Pages & content

- ☐ **4. Home, About, Contact and every page in the menu open without errors**
- ☐ **5. No placeholder text remains**
Search the site for "lorem", "sample page", "hello world" and "coming soon".
- ☐ **6. Privacy Policy and Terms pages exist and are linked in the footer**
- ☐ **7. Every button and menu link goes to a real page**
Click each one; none should land on a 404 or loop back to the same page.

Forms & email

☐ **8. Each form sends a test submission that you receive**

☐ **9. Site emails arrive in the inbox, not spam**
Send a password-reset email to yourself as a test.

Mobile & speed

☐ **10. Every key page is readable on a phone without sideways scrolling**

☐ **11. Menus and dropdowns open by tap on a phone**

☐ **12. Images are compressed and the home page loads in a reasonable time on mobile data**

Safety net

☐ **13. A full backup (files + database) exists and you know where it is stored**

☐ **14. Analytics or Search Console is connected so you can see visits**

Note: If every box is ticked, you are ready to share the address. Keep this sheet — it doubles as a quick re-check after big site changes.