



## **Kiosk Management Plan**

### Overview:

In an effort to improve communication regarding campus events and opportunities as well as provide enhanced way finding, three University kiosks will be installed in late fall 2011. Each kiosk is four sided, with each side having the following designated purpose:

1. Way finding - a campus map will updated and managed by Facilities Management)
2. Auxiliary Services (Plaza Menor and KIPJ Plaza) or the College of Arts and Sciences (Camino/Founders Plaza) information.
3. Associated Students (AS) and the Torero Program Board (TPB)
4. Campus Events: dedicated to events open to the campus community and sponsored by a campus department/office or registered student organization.

### Management:

Auxiliary Services, the College of Arts and Sciences and Facilities Management will oversee their respective areas for updates. The Executive Assistant in the Student Life Facilities Office will oversee and monitor the sides designated for AS/TPB and Campus Events. The custodial staff in the building adjacent to each kiosk will be responsible for cleaning the glass doors on the kiosk.

### Process for Campus Events (CE) and Associated Students/Torero Program Board (AS/TPB) Postings:

1. Once/business day, approved flyers will be posted on the kiosks by Student Life Facilities Staff; at a published time determined by Student Life Facilities (UC 205).
2. Postings will be submitted to the Student Life Facilities Operations Office (UC 205) for approval.
3. Three times a week, UC/SLP Operations staff will monitor the campus posting areas on the kiosks to remove old event postings and non-approved postings.
4. Non-approved postings will be returned to the Executive Assistant in the Student Life Facilities Office for follow-up.

### Campus Event (CE) Posting Guidelines:

1. Student Organization events must be approved through the Event Registration (EvR) Process before the fliers for this event can be approved.

2. All student organization postings must be approved and stamped by the Executive Assistant for Student Life Facilities. Fliers for events sponsored by academic departments will be approved in the College of Arts and Science Dean's Office, Founders Hall 114.
3. Fliers must meet regulations outlined in the Posting Protocol and Student Code.
4. Fliers must be for events open to the Campus Community and sponsored by a registered student organization or University department.
5. Fliers must contain a specific date (not "Every Wednesday").
6. Fliers must be no larger than 8 ½" x 11"
7. Bright colors of paper (i.e. neon), that may cause damage, are not permitted.
8. A maximum of three copies may be submitted for approval. The Student Life Facilities staff will hang the fliers on the kiosks once/day.
9. Fliers may be posted for no more than one week.
10. Outdated fliers and fliers that do not have an approval stamp will be removed three times/week.
11. Additional fliers may be stamped for hanging on designated "open posting" bulletin boards located in the Hahn University Center and Student Life Pavilion as well as Serra, Camino and Founders Halls.

#### Annual Practices:

1. The Management Plan will be reviewed and, if needed, revised.
2. The Executive Assistant for Student Life Facilities will inspect each Posting Kiosk and facilitate repairs, painting, etc.
3. Posting Kiosk partners will review expectations, process, etc. for their respective sections with the Executive Assistant for Student Life Facilities.
4. A report of usage (both number of events and sponsor of events) will be submitted to the Assistant Vice President for Student Life.