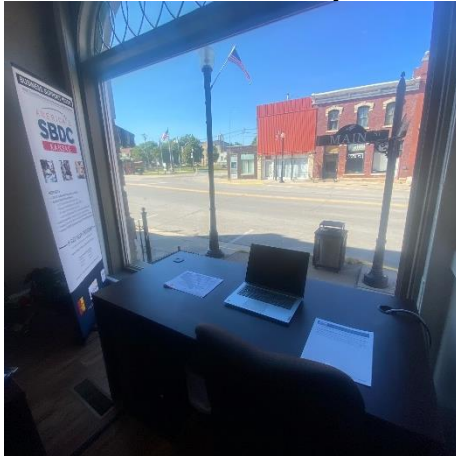


Appendix A: KIOSK Layout Examples

Option 1 - Standard Kiosk: Desk and Internet connected Computer (supplied by host)

- Desk & space that allows for in person meetings between client and advisor
- Computer (Desktop or Laptop) with webcam & microphone capabilities
 - Laptop on desk during host's office hours (Laptop locks suggested)
- Desk & Computer available for virtual meetings with SBDC Advisors or self-help

Standard Kiosk Examples:



Option 2 – Large Kiosk: Oversized Desk and Internet connected Computer & Large Monitor (supplied by host - grant funding possibility to offset cost)

- Oversized Desk that allows for in-person meetings AND simulcast webinars/ events with Q&A between multiple clients and advisors virtually and in-person
- Computer (Desktop or Laptop) with webcam & microphone capabilities
 - Laptop on desk during host's office hours (Laptop locks suggested)
- Desk & Computer available for virtual meetings with SBDC Advisors or self-help



Appendix B: Kiosk Signage Options/Examples

- Includes Location specific details (applicable County & "Kiosk Host Logo")
- Signage Cost: \$0 for 1st EcoDev Group Hosting a Kiosk Location in County
(additional locations or signs may have printing cost of \$50-\$200 depending upon signage)

Standard 31.5" x 78" Retractable Banner With Stand



i.e. Crawford County Businesses

Optional 32" x 72" Banner With X Stand



SBDC Region college/university host specific logo (ie Pittsburg State, Washburn, University of Kansas, Emporia State, Fort Hays State, Seward County Community College, Johnson County Community College, Wichita State)

Optional 78" x 31.5" Repositionable Wall Banner (indoor/outdoor) for Tech Training Offices or other non-traditional layouts



WE HELP YOU START A BUSINESS

- LLC Registration for Kansas
- Employer ID Number (EIN)
- DUNS Number
- Kansas Sales Tax Account Setup
- Hiring First Employee (Rules)
- Market Research Reports

GET LOANS, GRANTS & OTHER \$\$'s

- Local, State & Federal \$\$'s
- Help on getting Business Loans
- Business Plan for raising funds
- 3yr Financial Projections
- How to Repair a bad Credit Score

& OTHER KANSAS SBDC SERVICES

- Business Education Training (Live In-Person Events and Video Library)
- Industry Benchmark Reports
- Certified Business Valuations
- Disaster Relief Programs (Tornado, Flood, Covid19, etc)



SBDC Region college/university and Eco Dev Kiosk Host specific logo

Additional Kiosk Signage & Digital Graphics *(supplied by Kansas SBDC)*

- **Operational Guide Material**
 - How to guide for logging onto the computer
 - How to sign up for using the computer at Kiosk
 - Laminated reservation signup sheet to post on desk

- **Materials for Kiosk Promotional Events** *(supplied by the Kansas SBDC)*
 - Giveaway Events (ie website builds, etc) to promote visiting the Kiosk Host partner location and use the Kiosk
 - Social Media Giveaway infographics for Kiosk to use on social media
 - Request that other local economic development stakeholders like colleges, chamber of commerce, city, and county post on their social sites as well to reach as many local businesses as possible
 - Sign up guide that will be placed on the desktop next to the computer

Appendix C: Add-an-Advisor Day(s)

For Kiosk Host partner locations wanting In-Person Consultation days in addition to the 7 day per week Live Virtual Support of the Kiosk Call/Chat Center team. Availability & timing of in-person days is subject to coordination with the local Regional SBDC office supporting that Kiosk Host location to ensure staffing is ready, etc.