SAVANCE WORKPLACE

Visitor Management Design Questionnaire

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Overview

In order to simplify and speed up the design process, and ensure the best possible result for your custom-designed Visitor Management kiosk, please use the below questionnaire to provide the Savance design team with as much information as you can.

Note: If possible, please use the ***form*** version of this Design Questionnaire, which can be found here.

Contact Information

1. Organization Name:

2. Contact Name:

3. Contact Email Address:

4. If there is anyone else that should be included on email correspondence regarding design, please include their name and email here:

Hardware Details

Note: If Savance is providing the hardware, feel free to skip this section.

1. What is the size of the display that will be used for your Visitor Management kiosk?

   - ☐ 22" (The most common option for freestanding kiosks)
   - ☐ 12" (e.g. Microsoft Surface tablet)
   - ☐ 15"
   - ☐ Other:

1. What is the resolution of the display?

   - ☐ 1920x1080px (Most common)
   - ☐ 2736x1824px (e.g. Microsoft Surface tablet)
   - ☐ Other:

Organization Logo & Branding

Note: For more information about images, see our Logo & Image Guidelines at https://www.savanceworkplace.com/image-guidelines.

1. Please provide a logo to be used as part of the kiosk design.

   A vector logo (e.g. AI, EPS, SVG) is always the best option, especially if we will also be doing a large scale podium decal print; however, for screen design, a large transparent PNG will also work great. Be aware that if the image provided is small or does not have a transparent background, this will limit the design options and how the logo gets displayed on your self check-in kiosk screens.

   - ☐ I will submit a logo via email*.
   - ☐ We do not have a logo (uncommon)

- ☐ We have a logo but do not want to use it (uncommon)

2. Does your organization have logo and/or general branding guidelines that need to be taken into consideration?

   - ☐ Yes, I will send branding guidelines via email*.
   - ☐ No, we have no particular branding guidelines

3. Does your organization use any premium or custom fonts? To ensure we are able to properly match your branding and style, please provide font files* (common formats are TTF or OTF).

Website, Social Media & Other Sources

1. Please provide any website URL or other materials/sources (e.g. links to product/company brochures, social media pages) that may give us an idea of your general branding and style.

   Unless you have very specific ideas for your kiosk screen, our design team will use available sources for inspiration and guidance.

Photos & Graphics

1. Do you have images/graphics that you might want to incorporate in the kiosk screen design?

- ☐ Yes, I will send image(s) via email
- ☐ Maybe. If we do, I will send via email*.
- ☐ No, we don't have any particular images/graphics at this time.

Content

1. Most customers want to capture both sign-ins and sign-outs through the kiosk. Is this the case for you, too?
   - ☐ Yes, I want people to sign in and out through the kiosk
   - ☐ No, I do not want/need people to sign out when they leave
2. Do you need a multiple/dual language design? If so, what languages?

   Due to the custom nature of the process, we do require you to provide your own translations for any additional languages.

Additional Feedback/Info

Note: For this section, choose to give us free hands or provide a few sample designs that you are drawn to from the Customization part of our website.

1. How much input would you like to have when it comes to the design process?

   Unless otherwise specified, we will work with all available sources (website, logo, colors, social media, brochures, etc.) to create a few mockups to fit/complement your branding and style.

- ☐ I'm giving you free hands to create a set of mockups in various styles, based on our branding
- ☐ I found one or a few specific designs that stood out to me and will identify them as part of my response.
- ☐ I have specific ideas/requests not based on previous designs, and will describe them as part of my response.

2. If you are drawn to any particular designs created for other customers, or have other ideas for the design, please describe.

3. If you have images/sketches/mockups or similar that support your choice above, feel free to share them via email*.

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*Please submit your logo, branding guidelines, and potential font files via the deployment ticket, to your assigned Implementation Specialist, Customer Success Manager, or Graphic Designer.