

Best Practices for Campus Visitors

In order to make an external visitor's arrival to campus a pleasant experience, it is important to remember that they are arriving to a strange environment and will likely not be familiar with our building, let alone the campus as a whole. To that end, the following items should be provided to any visitor coming to campus:

- Campus map:
<https://www.cmich.edu/fas/police/Documents/INTERACTIVEMAP.html>
- Campus address – this will allow them to run a MapQuest with ease:
Grawn Hall
150 E. Bellows Street
(Include your suite/room/office number here)
Mount Pleasant, MI 48859
- Contact name
- Contact phone
- Contact email address
- Parking pass
 - Include Parking Lot # (Grawn is Parking Lot #3). Offer *alternate* areas to park, in the event that our lot is full.
- Agenda
 - Date/Timeline/Room Locale, etc.

Once they arrive to campus and come into the building, they still need direction:

- Utilize stanchions in the atrium with signage (8 ½" x 11") and arrows such as:



- Reserve Stanchions:
 - Contact Sarah Ransom at 2520 or polzi1sm@cmich.edu to reserve stanchions as needed.
- Designed Signage:
 - If you would like something *designed* for your use in the stanchion sign holders, please contact Allison Osterdale at 2706 or oster1ae@cmich.edu. You may also choose to include your event and/or program name on these signs.