

Holiday Memory Maker 2024



PANTONE 5743 C
CMYK 54 24 86 73
HEX #3E4827
RGB 62 72 39



PANTONE 7496 C
CMYK 46 6 100 42
HEX #76881D
RGB 118 136 29



PANTONE 5777 C
CMYK 26 9 56 20
HEX #A2A569
RGB 162 165 105



PANTONE 548 C
CMYK 100 21 28 76
HEX #003D4C
RGB 0 61 76



PANTONE 307 C
CMYK 100 22 2 18
HEX #006BA6
RGB 0 107 166



PANTONE 5425 C
CMYK 45 16 9 24
HEX #7A99AC
RGB 122 153 172



The Holiday Memory Maker was an event where I put together digital signage, social media posts, and edited the logo to change the date. Above is an example of a social media post I did while following the Student Innovation Center's branding.



JOIN US FOR THE...



Wednesday, December 11th

10 AM - 6 PM

IOWA STATE UNIVERSITY
Student Innovation Center





TODAY!

Wednesday, December 11th

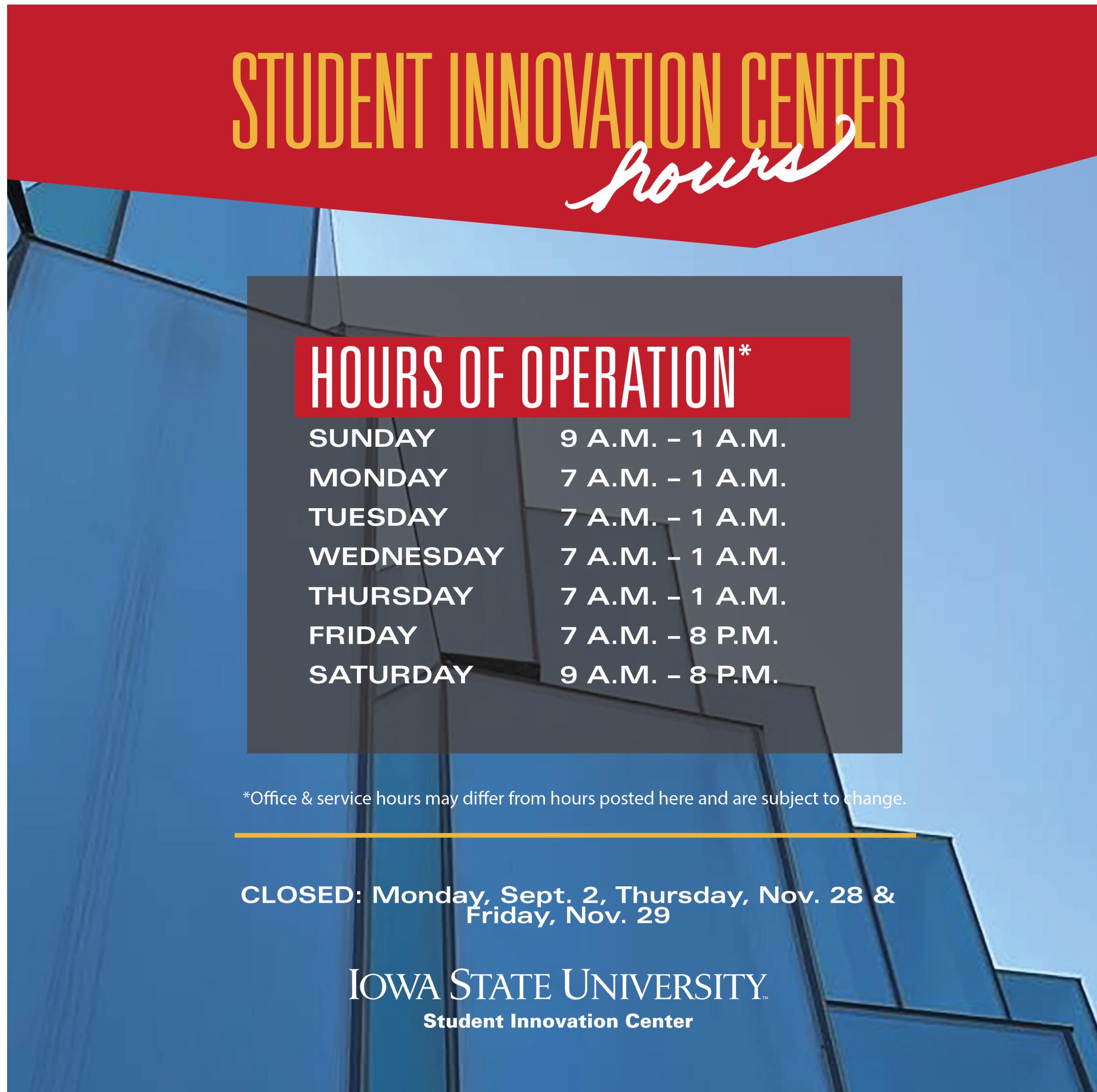
10 AM - 6 PM

Creativity Carnival 2025



I did digital signage for the Creativity Carnival alongwith updating the logo so the “Ideas Unleashed” stood out more.

Social Media Feb. 2024-March 2025



I ran all social media platforms: Instagram, Facebook, Twitter (X), YouTube, and LinkedIn from Feb. 2024-March 2025. As of March 2025, I continue to do social posts while working with the marketing specialist. The next few pages will be more social media posts.

2025 Student
Innovation Center

BINGO



Find the Culinary Creation Lab	Seek out your College's dedicated space in the Student Innovation Center	Get a snack from Sparks Cafe	3D print something in 2222	Watch the Gaffer's Guild blow glass
Update your Linkedin headshot at the Digital Media Studio	Find out more about the Innovation Challenge Competition	Attend the Creativity Carnival on February 12th	Request access to the Canvas Course for a Makerspace	Attend Woodworking 101, Metworking 101, Letterpress 101, or Juki Industrial Sewing 101
Attend the IGNITE Innovation Showcase during Prep Week	Attend Virtual/Augmented Reality 101, Laser Cutting 101, Embroidery 101, or Podcasting 101	Free	Attend an Innovation Workshop	Buy some Iowa State gear from Innovate 1858
Pass through the building on your way to class	Knock over the jenga tower	Buy materials for your next project from the Innovation Supply Station	Attend Photography 101, Lighting 101, Electronics 101, Hand Tools 101, or 3D Printing Bambu 101	Have a study session in the courtyard
Attend 3D Printing Ultimaker 101, Resin 3D Printing FormLabs 101, or Wood Lathe 101	Remember to bring your safety glasses & badge when working in Makerspaces	Attend Mill Training 101, Metal Lathe Training 101, or Video Production 101	Print something at ISU Printing Services	3D scan something in the Digital Modeling & Vis Lab

Get a BINGO, win a prize!

IOWA STATE
UNIVERSITY™

Student Innovation Center



2025 Student Innovation Center **BINGO**

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EXCITE! 2024



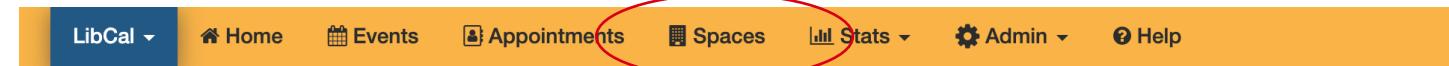
SEPTEMBER 5
3 - 6 PM
STUDENT INNOVATION CENTER

For EXCITE! one of the book end events at the Student Innovation Center. I created digital signage, and social media posts. I also created the Media Kit which I will attach as well.



Staff SOP's 2025

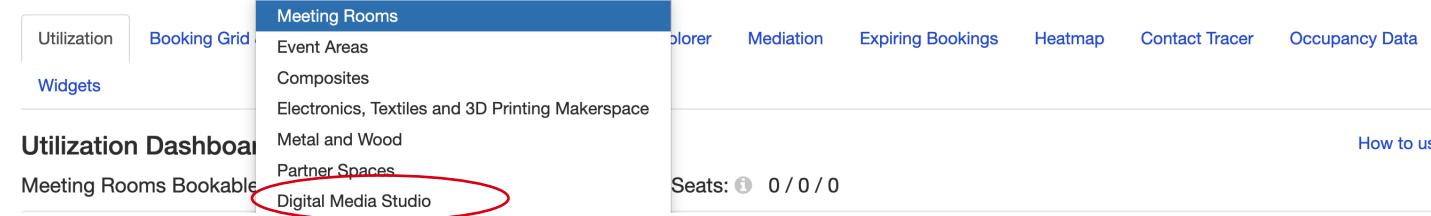
LibCal How-To View Bookings



Hi Digital Media Studio!



Spaces in Location Meeting Rooms



1. On the home page of Libcal, navigate to the Spaces tab.
2. Under the Spaces tab, click "Digital Media Studio".

Spaces in Location Digital Media Studio



Utilization Dashboard as of 9:32am

How to use this page

Digital Media Studio Bookable Spaces: 2 / 5 / 5 Digital Media Studio Seats: 0 / 0 / 0

Zone All Zones Category Digital Media Studio Go

Zone Occupancy Detail

Booking Activity

Bookable Current Allowed Maximum Occupancy Occupancy

8:43am New Booking

3. Under Digital Media Studio, click "Booking Grid & Availability".

Spaces in Location Digital Media Studio



Category booking limits (opening hours, maximum duration, frequency limits, etc...) do not apply to bookings created on this page. If a Space is designated as a container Space (meaning it contains bookable Seats), it will not display on the public booking page. [More info...](#)

Zone All Zones Category Digital Media Studio Filters No Filters Go

Add Booking View Public Page QR Code iCal Print View

Tuesday, October 29, 2024 – Monday, November 4, 2024

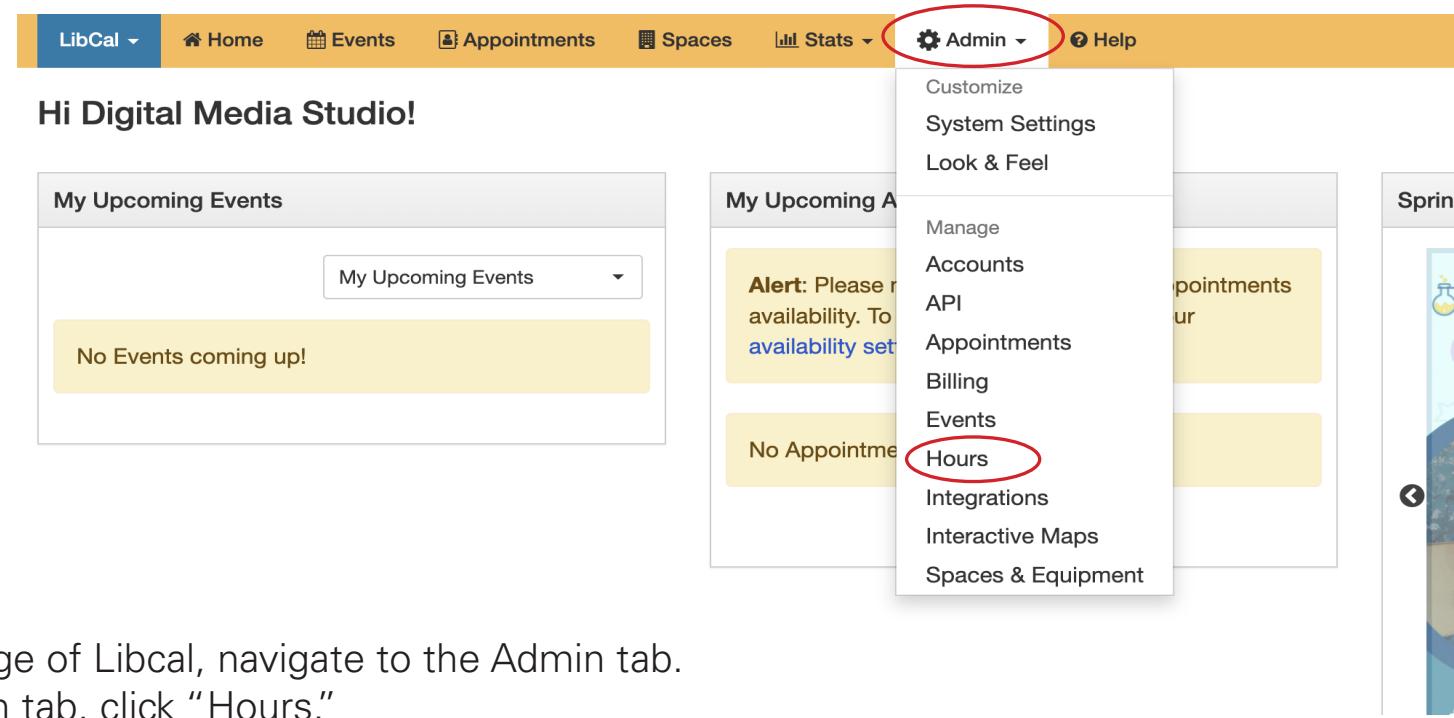
Go To Date



4. You can now view the date and what is scheduled in LibCal.

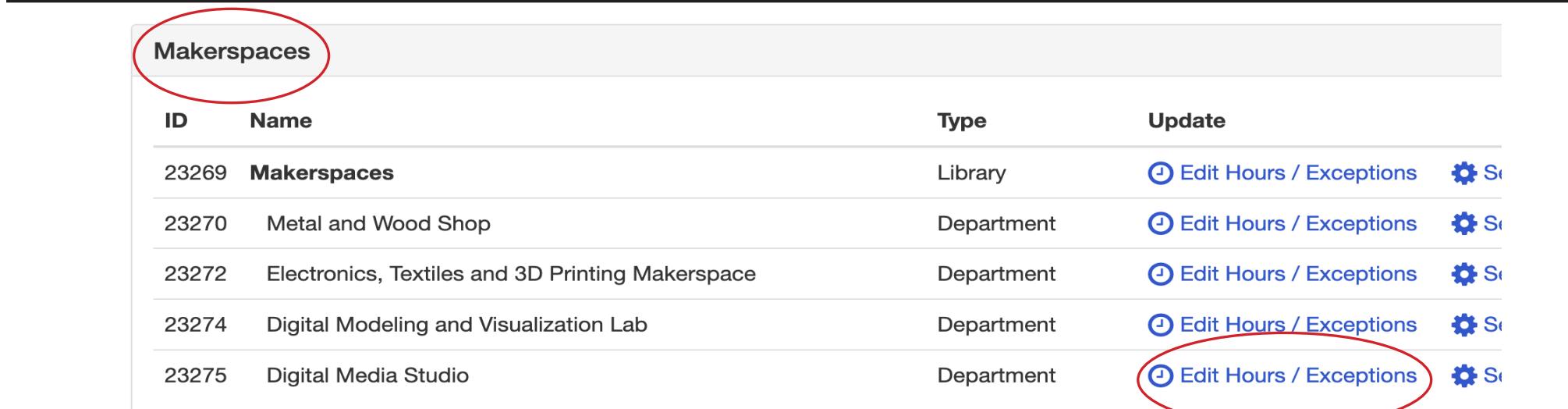
I created SOP's for the entire staff at the Student Innovation Center for the Libcal program we use for bookings.

LibCal How-To Change Building Hours



The screenshot shows the LibCal Admin interface. At the top, there is a navigation bar with tabs for LibCal, Home, Events, Appointments, Spaces, Stats, Admin (which is highlighted with a red oval), and Help. A dropdown menu is open under the Admin tab, listing various administrative options: Customize, System Settings, Look & Feel, Manage, Accounts, API, Appointments, Billing, Events, Hours (which is highlighted with a red oval), Integrations, Interactive Maps, and Spaces & Equipment. The main content area displays a message 'Hi Digital Media Studio!' and sections for 'My Upcoming Events' and 'My Upcoming Appointments', both showing 'No Events coming up!' and 'No Appointments' respectively.

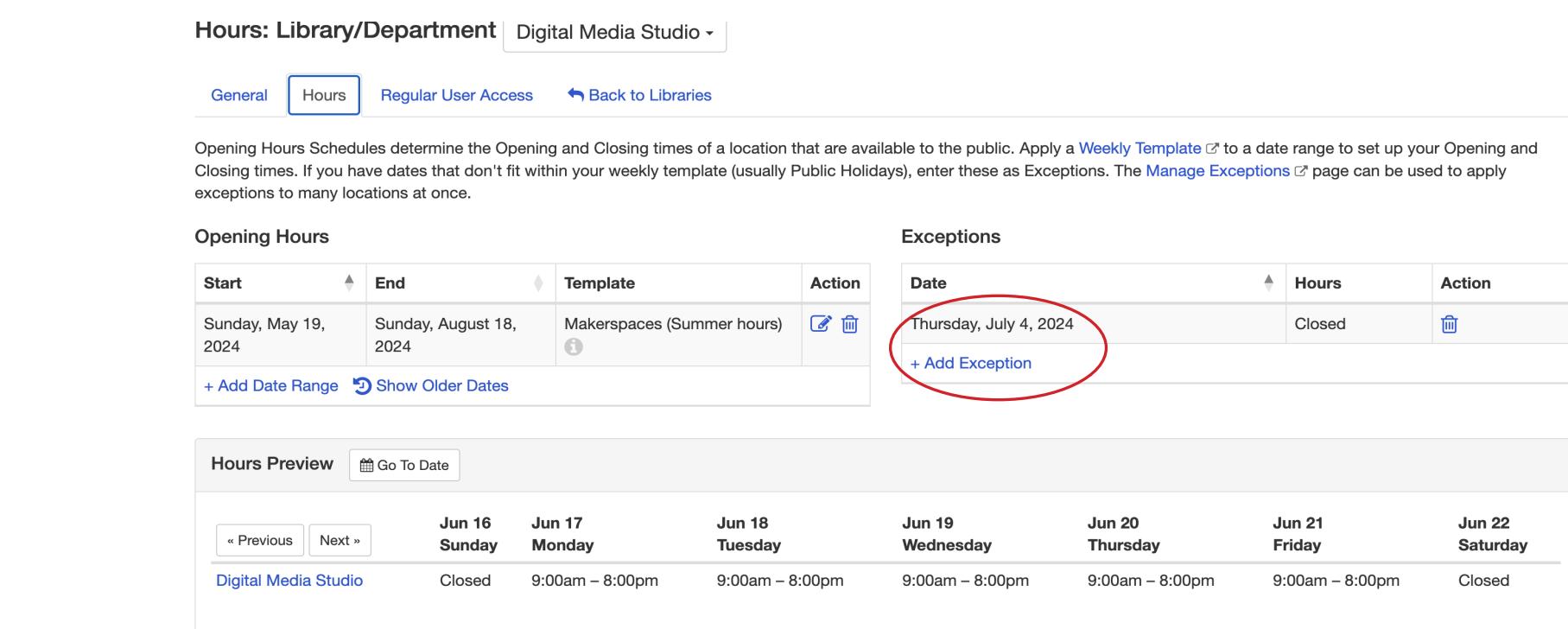
1. On the home page of Libcal, navigate to the Admin tab.
2. Under the Admin tab, click "Hours."



The screenshot shows a list of Makerspaces in LibCal Admin. The 'Makerspaces' section is highlighted with a red oval. The table includes columns for ID, Name, Type, and Update. The 'Update' column for the Digital Media Studio row contains a link 'Edit Hours / Exceptions' which is also highlighted with a red oval.

ID	Name	Type	Update
23269	Makerspaces	Library	Edit Hours / Exceptions 
23270	Metal and Wood Shop	Department	Edit Hours / Exceptions 
23272	Electronics, Textiles and 3D Printing Makerspace	Department	Edit Hours / Exceptions 
23274	Digital Modeling and Visualization Lab	Department	Edit Hours / Exceptions 
23275	Digital Media Studio	Department	Edit Hours / Exceptions 

3. Scroll down the page until you see "Makerspaces."
4. Click "Edit Hours/Exceptions" under the desired Makerspace.



The screenshot shows the 'Hours: Library/Department' page for the Digital Media Studio. The top navigation bar includes tabs for General, Hours (which is selected and highlighted with a red oval), and Regular User Access. Below the navigation, a note explains that Opening Hours Schedules determine the opening and closing times for a location. The 'Opening Hours' section shows a table with rows for 'Start' (Sunday, May 19, 2024) and 'End' (Sunday, August 18, 2024), 'Template' (Makerspaces (Summer hours)), and 'Action' (edit and delete icons). The 'Exceptions' section shows a table with a single row for 'Thursday, July 4, 2024' with the status 'Closed'. A link '+ Add Exception' is located at the bottom of this table, also highlighted with a red oval. At the bottom of the page, there is a 'Hours Preview' section showing a weekly calendar for June 16 to June 22, 2024, with the Digital Media Studio listed as 'Closed' for all days.

5. Click "Add Exception" under "Exceptions" located on the right side of the page.

Innovation Programs 2025



I created all social posts for Innovation Programs for Feb. of 2025.

EXCITE! 2024

Website Updates 2024-2025

Digital Media Studio Staff

Our supervisors are here to support you and your ideas. Reach out with questions about the equipment, possibilities, and logistics of this Makerspace. sictrdmstudio@iastate.edu

Jake Anderson,

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Jack Staiger,

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I added all student workers to the website along with photos I had taken of each of them.

Website Updates 2024-2025



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Daron Head

Shop Supervisor

[About →](#)

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I took the headshots of staff members and updated the directory.