

Submission & Aggregation Guidelines

For partners sending data, photos, evaluations, and stories back to the central IYRP or Western SARE team.

What to Submit

All partners should send the following materials after each exhibit or event cycle, as possible:

1. Documentation

- 5–10 photos of the kiosk in situ and/or related programming
- 1–2 short video clips
- Quotes from visitors or response cards

2. Evaluation Materials

- Completed surveys (digital or scanned)
- Partner Reflection Form

3. Creative Outputs

- Community drawings, photographs, poems, quilt squares, etc.
- Audio recordings or written stories (as permitted)

How to Submit

Preferred Method: Upload materials via the IYRP Submission Portal ([link placeholder](#)).

Alternate Method: Email materials to [\[IYRP submissions email\]](#).

File Naming: Use standardized format: [YYYYMMDD]_[[Location/Program]_[Event/Subject]_CreatorFirstLast].[filetype]

Aggregation & Use of Materials

- Submitted materials may be used for:
- Public reporting
- Social media highlights
- Exhibit evolution
- Educational resources
- Shared learning across regions
- Future funding and support of Western SARE and IYRP efforts

All shared materials will be credited appropriately. Partners are responsible for securing permissions when needed.