KELLEY UNDERGRADUATE CAREER SERVICES
INSTAGRAM TAKEOVER AGREEMENT

EMPLOYER INFORMATION

- Employer
- Contact name
- Contact title

- Contact email
- Contact phone
- Alternate phone

Must be filled and signed by the employer representative who will do the Instagram takeover.

PARAMETERS OF TAKEOVER

- Takeover Deliverables:
  - Instagram feed: 1-3 posts
  - Instagram Story & Reels: Unlimited posts; these should not duplicate images from Instagram feed posts.
- Takeover Content:
  - **Begin each takeover with a selfie** (or photo of yourself) introducing yourself. Make sure to post the explainer introduction post **both to Instagram stories and the regular feed.**
  - The posts should consist of **a balanced mix of pictures and videos of both information and culture**.
  - You will **not be allowed to "go live"** or utilize "**IGTV Video**" during the takeover.

TAKEOVER AGREEMENT

By using the Kelley Undergraduate Career Service Instagram account **(@KelleyUCS**), you agree to be bound by the following terms and conditions:

- You must log in to the account and confirm you have access from your device. This process may require the Kelley USC team to approve access from a new device via email.
- You are responsible for keeping the password secure. If technology challenges unexpectedly arise, you must alert your Kelley UCS Contact immediately.
- By posting images to Kelley UCS Instagram account, you grant Kelley UCS full rights to freely use any posted images for future promotional purposes.
- You should not share any posts with alcohol, drugs, and/or offensive, discriminative, or inappropriate content.
- You agree to be connected via email and/or text messaging during the takeover for coordination purposes and to respond in a timely manner to any email or text from Kelley UCS contact.

I have read and agree to adhere to the Kelley School of Business Undergraduate Career Services Instagram user agreement.

Printed Name   Date

ACCOUNT INFORMATION   *This part will be completed by Kelley UCS after the contract is signed.*

- Takeover Date
- Username
- Password

For takeover day Instagram account login issues please contact Lisa Bell at lkdeckar@iu.edu or call 812-855-2474.

HIRE KELLEY