



"Creating an excellent
college experience"

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Section: Operations	
Subject: Speaking with the Press or Students	

Speaking with the Press or Students:

All Dining Services Employees are free to speak with the press as an individual anytime they are asked questions by the press or feel a need to contact them. However, when acting as a representative of Utah State University Dining Services or speaking as an employee of Dining Services, policies and procedures need to be followed to ensure the appropriate message is presented to the public.

Procedure:

If an employee of Dining Services is contacted by the press or a student the following steps should be taken:

- 1) Ask the reporter or student what the topic of the interview will be and get as much detail as possible. If possible, have them e-mail the questions to you that they would like to ask.
- 2) Make an appointment with the reporter.
- 3) Contact the Executive Director as soon as possible to review the questions or topics and address any concerns about questions or topics that may come up. At this time the Executive Director may decide to accompany the employee for the interview.
- 4) Meet with the reporter. Don't hesitate to say that you don't know an answer or you need to defer a question to someone else. Do not state your personal opinion on matters and represent Dining Services with such a statement.
- 5) Request a copy of the article to review before going to print if the timetable allows. Forward the copy to the Executive Director upon receipt.
- 6) Contact the Executive Director immediately if you are uncomfortable in any way with the outcome of the interview.
- 7) When the article is released, review the article and report to the Executive Director with any concerns about any misrepresentation that may have occurred.