

# CHABOT | LAS POSITAS COMMUNITY COLLEGE DISTRICT

BRANDING GUIDELINES AND PROTOCOL

# TABLE OF CONTENTS

## THE DISTRICT

The District Logo	3
The District Logo Colors	4
Color Pallete	5
Clear Space	
Minimum Size	7
Dark Backgrounds	8
Incorrect Usage	9
Departments	
Typography	11
Business Card & Stationary	12
Protocols	14
Co-branding	16
Email Signatures	
Boiler Plate Copy	18
Marketing Materials	

# THE DISTRICT LOGO

The District logo comes in two formats, vertical and horizontal.

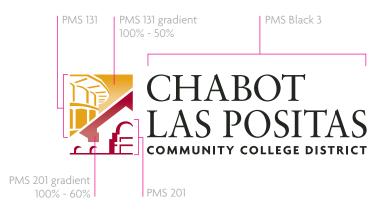




## THE DISTRICT LOGO COLORS

Below are the color specs for the full color logo and the one color logo.









## **COLOR PALETTE**

The colors shown on this page are the primary colors of the logo and should never be altered. They are the core of the District color palette and should be dominant in all communications.

PANTONE 131

CMYK = 3-36-100-6

RGB = 206-142-0

PANTONE 201

CMYK = 7-100-65-32

RGB = 152-30-50

HEX = 981E32

PANTONE BLACK 3

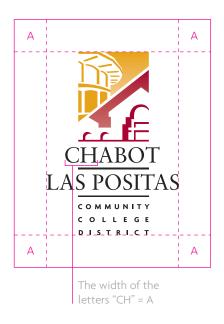
CMYK = 72-46-56-95

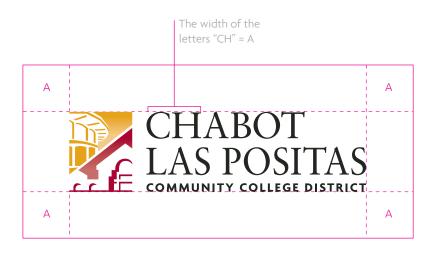
RGB = 37-44-38

HEX = 252C26

## CLEAR SPACE

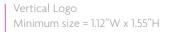
Clear space is the area surrounding the logo that must be kept free of any text or graphic elements. By leaving ample space around the logo, we make sure the logo stands out.





## MINIMUM SIZE

At certain small sizes, the logo becomes illegible. To prevent legibility issues, keep to the minimum sizes specified here on this page.



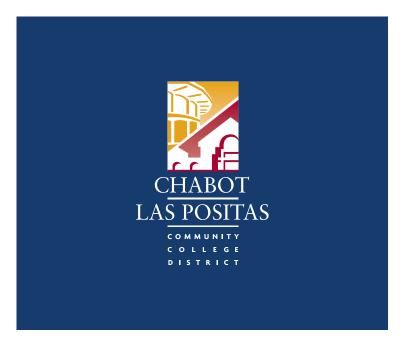


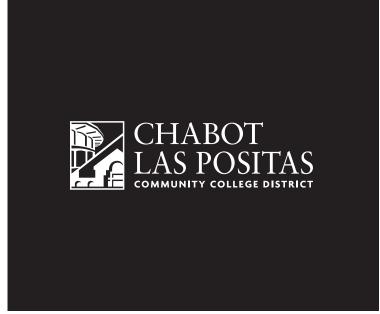
Horizontal Logo Minimum size = 1.96"W x 0.53"H



## DARK BACKGROUNDS

Below are examples of how the full color logo and the one color logos should be used on dark backgrounds.



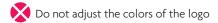


Full color logo on a dark background

One color logo on a dark background

## **INCORRECT USAGE**

These guidelines apply to all versions of the logo (vertical and horizontal).





Do not recreate logo or use a different font







Do not create a mask from the logo to hold imagery







Do not distort, stretch or squish the logo



## **DEPARTMENTS**

Below are examples of the department lockups for both the vertical and horizontal logos.



Stroke = .5 pt 60% Black



Stroke = .5 pt 60% Black

## **District Educational Support Services Committee**

Font = Agenda Medium, 100% Black Centered horizontally to the logo

## **District Educational Support Services Committee**

Font = Agenda Medium, 100% Black Centered vertically below logo

## **TYPOGRAPHY**

# Sabon Family

Sabon Roman ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Bold Italic *ABCDEFGHIJKLMNOPQRSTUVWXYZ* 

# Agenda Family

Agenda Light **ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

Agenda Light Italic *ABCDEFGHIJKLMNOPQRSTUVWXYZ* 

Agenda Medium **ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

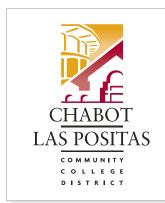
Agenda Medium Italic *ABCDEFGHIJKLMNOPQRSTUVWXYZ* 

Agenda Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**Agenda Black ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

# **BUSINESS CARD & STATIONARY**

The following layout is the approved business card, and should not be altered.



#### David Hawk

Vice Chancellor dhawk@clpccd.org

7600 Dublin Blvd., 3rd Floor Dublin, CA 94568 Tel: 925.485.5203 www.clpccd.edu

## **BUSINESS CARD & STATIONARY CONTINUED**

The following is the approved stationary and should not be altered.



7600 Dublin Blvd., 3rd Floor Dublin, CA 94568 Tel: (925) 485-5203 www.clpccd.edu June 27, 2022

To Whom This May Concern,

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accursan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Lorem ipsum dolor sit amet, cons ectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat wisi enim.

Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobo rtis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Lorem ipsum dolor sit amet, cons ectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

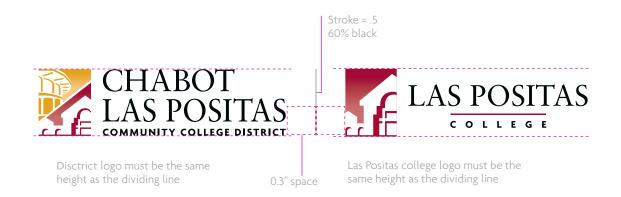
Sincerely,

David Hawk

David Hawk Vice Chancellor

# **PROTOCOLS**

Collateral that involves outside stakeholders or is presented to stakeholders outside of the college campus requires the District logo to be displayed next to the college logo. Space the logos 0.3 inches on either side of the line.

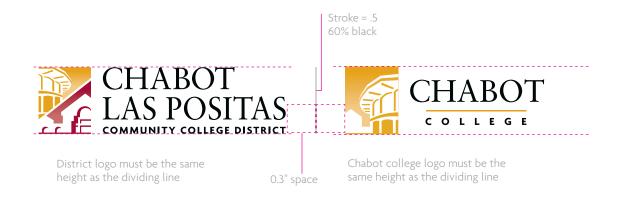






## PROTOCOLS CONTINUED

Collateral that involves outside stakeholders or is presented to stakeholders outside of the college campus requires the District logo to be displayed next to the college logo. Space the logos 0.3 inches on either side of the line.

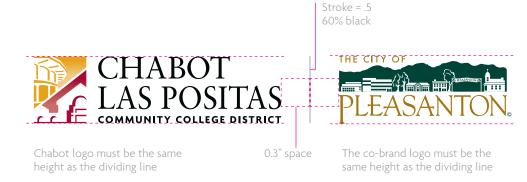






## **CO-BRANDING**

To maintain consistency and professionalism, logo-based co-branding must follow the guidelines below. Space the logos 0.3 inches on either side of the line.







## **EMAIL SIGNATURES**

Emails signatures should always be formatted like the following:





Vertical Logo Minimum size = 1.12"W x 1.55"H Left justified to align with copy above

## BOILER PLATE COPY

Mission: Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region. The college responds to the educational and workforce development needs of our regional population and economy. As a leader in higher education, we promote excellence and equity in our academic and student support services. We are dedicated to student learning inside and outside the classroom to support students' achievement of their educational goals.

Vision: Chabot College is a learning-centered institution with a culture of thoughtfulness and academic excellence, committed to creating a vibrant community of life-long learners.

Values: The colleges' vision and mission are supported by the following collective values:

### Learning and Teaching

- supporting a variety of teaching philosophies and learning modalities
- providing an environment conducive to intellectual curiosity and innovation
- encouraging collaboration that fosters learning
- engaging in ongoing reflection on learning, by students and by staff
- cultivating critical thinking in various contexts
- supporting the development of the whole person

## Community and Diversity

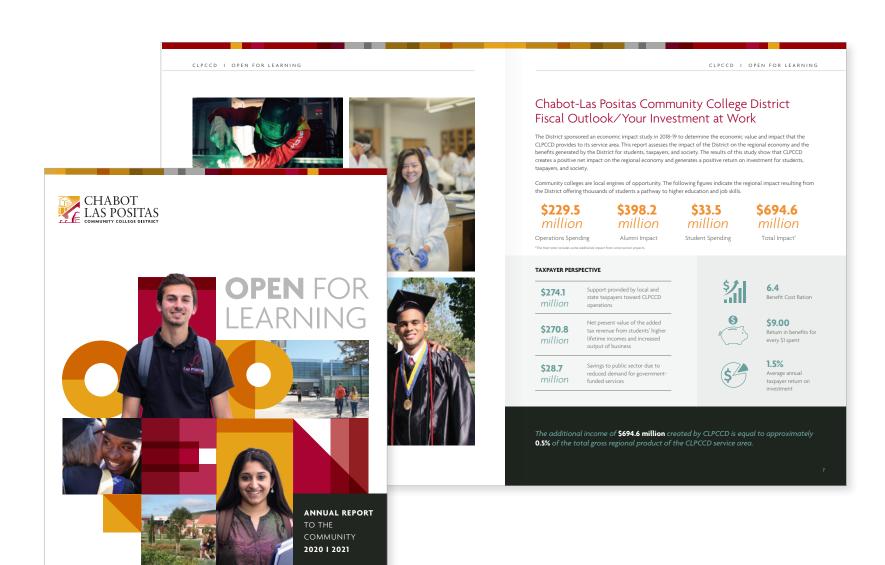
- building a safe and supportive campus community
- treating one another with respect, dignity, and integrity
- practicing our work in an ethical and reflective manner
- honoring and respecting cultural diversity
- encouraging diversity in our curriculum and community of learners

## Individual and Collective Responsibility

- taking individual responsibility for our own learning
- cultivating a sense of social and individual responsibility
- developing reflective, responsible and compassionate citizens
- playing a leadership role in the larger community
- embracing thoughtful change and innovation



## MARKETING MATERIALS



Annual Report

## MARKETING MATERIALS CONTINUED





Chancellor Brochure

## MARKETING MATERIALS CONTINUED



Measure B Report

## MARKETING MATERIALS CONTINUED



Student Success Flyer