HILBERTCOLLEGE VISUAL STYLE GUIDE

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HILBERTCOLLEGE OFFICE OF DESIGN

Campus Center, 2nd Floor 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-926-8951 E-mail igattie@hilbert.edu

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Hilbert's Brand Attributes

These are words and phrases that describe who we are and what we do: A Catholic Franciscan college for all

Undergraduate Tagline

Small Community, Great Opportunities

Graduate Tagline

Sharpen Your Professional Focus

Mission Statement

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

VISUAL GUIDELINES

Very often the first contact that people have with the College is through images and materials that they see. This style guide will help us make sure that all of our materials - from the Web to tee shirts, from signage to publications convey our brand. A strong brand image helps people remember us. Research shows that the key to name recognition is consistent, frequent presentations over time. Using our wordmark and consistent images will help us become better known and recognized for who we are and what we do best. Every time you use the Hilbert wordmark, you help the College build our brand and raise our profile. Digital files of the Hilbert wordmark in various formats are available for your use in simple publication projects such as fliers and posters. There are also a variety of templates for forms, memos, Power Point presentations, etc. These files can be obtained from the Office of Design and are also downloadable from the Hilbert College intranet. The Design Office can assist you in determining the appropriate type of file for your project.

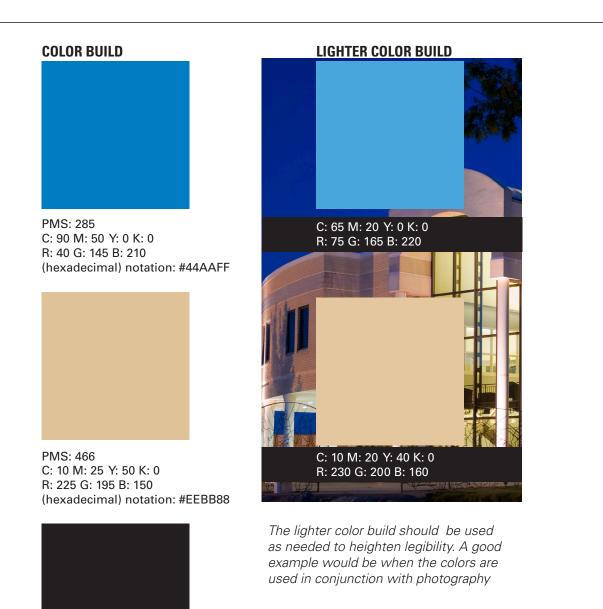
Please do not attempt to copy the logo from other places on the website, from PDF files, or to scan the logo from a hard copy of a printed piece. This will result in a poor quality, distorted image that will undercut the professionalism we want to communicate through our publications.

HILBERT College

TRADITIONAL & UNDERGRADUATE ADMISSIONS

COLOR PALETTE

The official colors of the Hilbert College visual identity are Hilbert Blue and Hilbert Tan. The blue is more important to the identity of the College; you may omit the tan, which is often treated as an accent color. Hilbert Blue is Pantone 285 and Hilbert Tan is Pantone 466; CMYK, RBG and HTML equivalents are indicated below. In instances where only one color is available, use Pantone 285. When two are available, use Pantone 285 and 466. Secondary colors can also be used to express the identity of an individual unit while maintaining overall consistency.

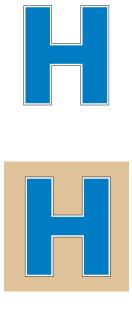


Black C: 60 M: 50 Y: 40 K: 100

A monogram is a picture consisting of one or more letters. The word monogram signifies the use of one initial letter to represent an entire name.

The Hilbert "H" is a monogram may be used by all departments at Hilbert College. The "H" should only be displayed in Hilbert Blue, pantone 285 with a white stroke around the blue and a black stroke around the white as shown below. If in grayscale, Hilbert Blue will then become 50% black (grey).

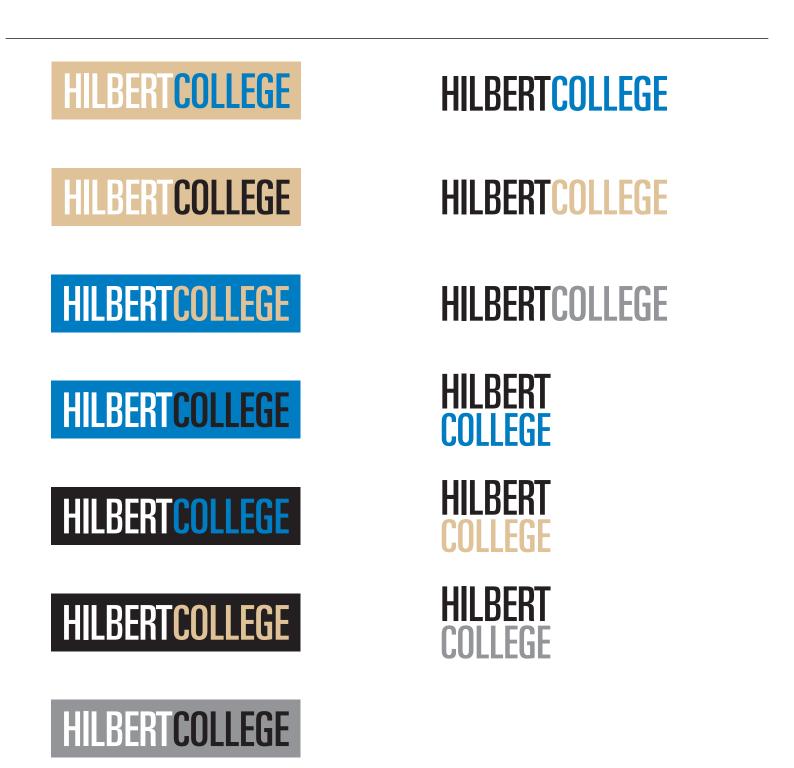
MONOGRAM





WORDMARK

The Hilbert College wordmark can be set up horizontally or vertically stacked in two lines. The two words should always be set in contrasting colors, with "Hilbert" in the color which gives it most emphasis. In many instances, "Hilbert" will visually stand out over "College" if set in white or black. However, when combined with photography, the color break should be based on legibility. Do not use blue and tan together.



UNDERGRADUATE TAGLINE USAGE

A tagline is a variant of a branding slogan typically used in marketing materials and advertising. The idea behind the concept is to create a memorable phrase that will sum up the tone and premise of a brand or product, or to reinforce the audience's memory of a product. Hilbert College has chosen to use *"Small Community, Great Opportunities."* When using the tagline in digital or printed material, it should be displayed like the examples. To help brand the look of our tagline, there are no substitutions for the font used. The wordplate banner is available on the intranet in various formats.



Small Community, Great Opportunities ----- Starbabe HMK

UNDERGRADUATE TAGLINE USAGE

"Get the inside story" is used when a current or past student's testimonial appears on marketing collateral or ads.



TYPOGRAPHY

The College has chosen one primary font family - **Univers LT Std** - to complement the wordmark and symbol. The font family offers a wide range of weights and styles, of which only a few are shown below. In creating materials for Hilbert, please use these fonts. Remember that clear and legible communication is always a primary goal - let the typography support the communication rather than impede it.

If your department has not purchased Univers LT std, always use the **Franklin Gothic** font family, a standard font widely available on IBM and MAC computers.

DISPLAY/HEADERS Univers Ultra Condensed ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789	TITLE: Univers Bold Condensed SUBHEAD: Univers SUBTITLE: Univers Bold Condensed	THE ACADEMIC EXPERIENCE "I MIGHT BE ABLE TO GET THE SAME DEGREE AT ANOTHER SCHOOL, BUT I DEFINITELY WOULDN'T BE GETTING THE SAME EDUCATION." – Zach Cantie, freshman, Lancaster NY MAJOR DECISIONS In addition to 13 bachelor's degree programs, we offer 50 VITAL SKILL SETS A Hilbert education enhances fundamental skills, like	
TITLES Univers Bold Condensed ABCDEDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789	BODY COPY: Univers	minors and concentrations that enable you to customize your degree. Other options include study abroad and a challenging Honors Program for the College's top students.	
PULLOOUTES Univers Condensed ABCDEFGHIJKLMNO PORSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789	 Starbabe HM	STUDENT QUOTES AND PROFILES Handwritten Text Example 1 Excelling in my major has made me much more self-confident. I've	
SUBHEADS / BODY COPY / CAPTIONS Univers Roman ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789		achieved more in the last four years then I ever thought possible. STUDENT QUOTES AND PROFILES Handwritten Text Example 2 If you come here with an open mind and a	

ADDRESS BLOCK

Where possible, the address block is always in Black and Hilbert Blue. Highlighted offices should appear in Hilbert Blue with the exception of The Center For Adult and Graduate Studies, Burnt Umber should be used to help identify the sub brand. The address block is most commonly set in Univers 55 Roman, one of the College's official fonts, 9-point type with 10-point leading. The examples below show the alignments and spacing for the wordmark and address block. A line space is defined as the visual distance of one extra line of text from the address block, 14 points.

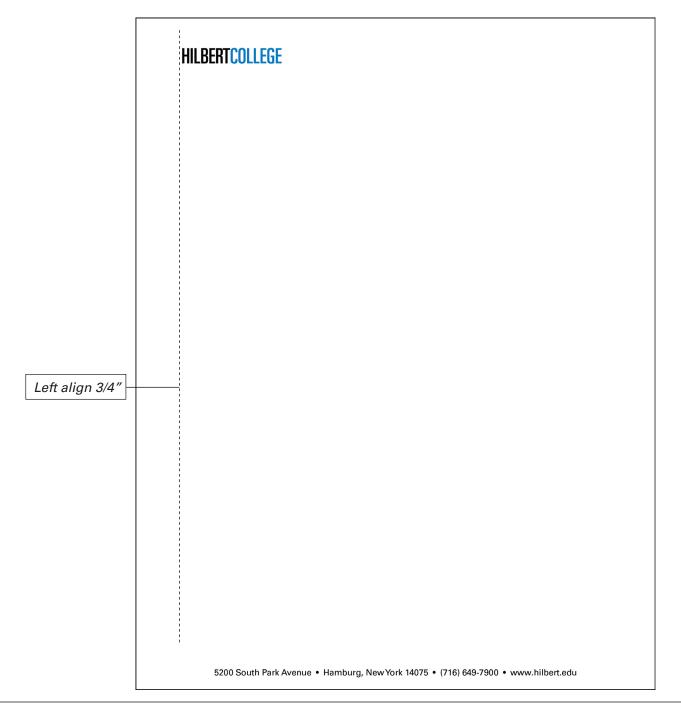
Use any of the three formats below for all printed materials, with the exception of the College's stationery.

VERTICAL-ONE GROUP	HILBERTCOLLEGE OFFICE OF ADMISSIONS 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilber www.hilbert.edu		highlighted office, Hilbert College, and the address.
HORIZONTAL-TWO GROUPS	HILBERTCOLLEGE	OFFICE OF ADMISSIONS 5200 South Park Avenue Hamburg, New York 14075	Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu
HORIZONTAL-ONE GROUP	HILBERTCOLLEGE	OFFICE OF ADMISSIONS 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu	14 point space between highlighted office and the address.

STATIONARY

Stationery, which often makes the first impression, represents one of the most important aspects of the College's identity. Below is the primary stationery — letterhead, #10 envelope. Stationery is printed in two colors, pantone 285 and black. Address blocks are flush left. Typing formats are flush left and aligned with the Hilbert wordmark — 3/4'' from the left and 2'' from the top of the page. Text is Univers LT 55 Roman. If you do not have the Univers font collection, use Franklin Gothic, a standard font widely available on IBM and MAC computers.

PRIMARY LETTERHEAD



PRIMARY ENVELOPE (No 10)

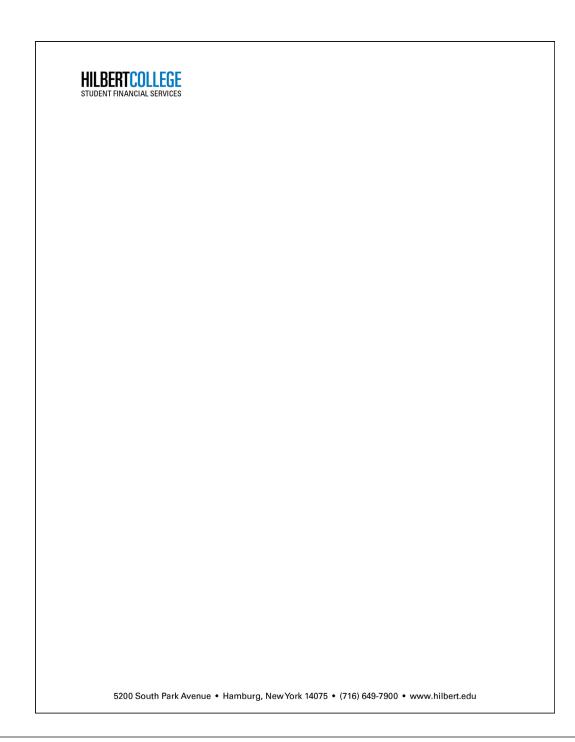
HILBERTCOLLEGE

5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu

 HILI	BERTCOLLEGE CE OF ADMISSIONS
OFFIC	CE OF ADMISSIONS
	5200 South Park Avenue • Hamburg, New York 14075 • (716) 649-7900 • www.hilbert.edu



5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu



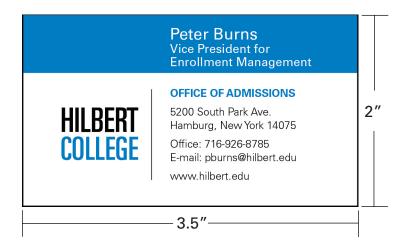
HILBERTCOLLEGE STUDENT FINANCIAL SERVICES

5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu

BUSINESS CARDS

The primary business card is to be used by all undergraduate faculty and staff.

PRIMARY BUSINESS CARD 1





BACK

PRIMARY BUSINESS CARD 2

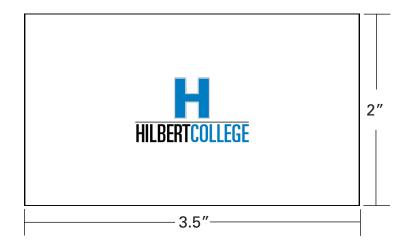




BACK

PRIMARY BUSINESS CARD 3





BACK

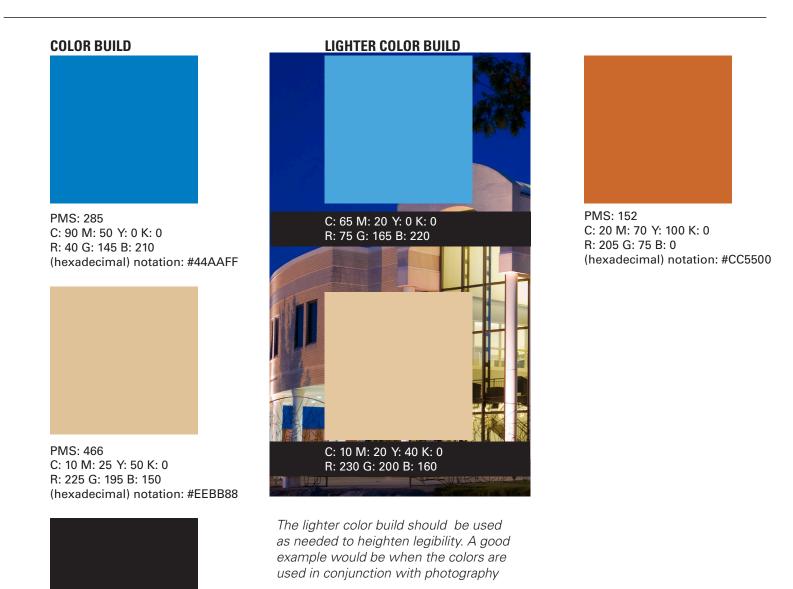
HILBERT COLLEGE CENTER FOR ADULT & GRADUATE STUDIES

Feb 03, 2014

GRADUATE/ADP COLOR PALETTE

The official colors of the Hilbert College visual identity are Hilbert Blue and Hilbert Tan. The blue is more important to the identity of the College; you may omit the tan, which is often treated as an accent color. Hilbert Blue is Pantone 285 and Hilbert Tan is Pantone 466; CMYK, RBG and HTML equivalents are indicated below. In instances where only one color is available, use Pantone 285. When two are available, use Pantone 285 and 152.

The Center for Adult and Graduate Studies has it's own sub brand. PMS 152 is used to identify the sub brand and should be used as a secondary color.



Black C: 60 M: 50 Y: 40 K: 100

TYPOGRAPHY

The College has chosen one primary font family - **Univers LT Std** - to complement the wordmark and symbol. The font family offers a wide range of weights and styles, of which only a few are shown below. In creating materials for Hilbert, please use these fonts. Remember that clear and legible communication is always a primary goal - let the typography support the communication rather than impede it.

If your department has not purchased Univers LT std, always use the **Franklin Gothic** font family, a standard font widely available on IBM and MAC computers.

TYPOGRAPHIC EXAMPLE

DISPLAY/HEADERS

Univers Ultra Condensed ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

TITLES

Univers Bold Condensed ABCDEDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

PULLOOUTES

Univers Condensed ABCDEFGHIJKLMNO PQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

SUBHEADS / BODY COPY / CAPTIONS

Univers Roman ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789 TITLE: Univers Bold Condensed "I MIGHT BE ABLE TO GETTHE SAME DEGREE AT ANOTHER SCHOOL BUT I DEFINITELY WOULDN'T BE

GETTING THE SAME EDUCATION."

- Zach Cantie, freshman, Lancaster NY

SUBHEAD: Univers

SUBTITLE: Univers Bold Condensed

BODYTYPE: Univers CURRICULUM The CJA program consists of 36 credit hours of graduate study, including a 15-credit common core curriculum that is shared with the Master of Public Administration Program. WHAT'S DIFFERENT ABOUT THE HILBERT PROGRAM?

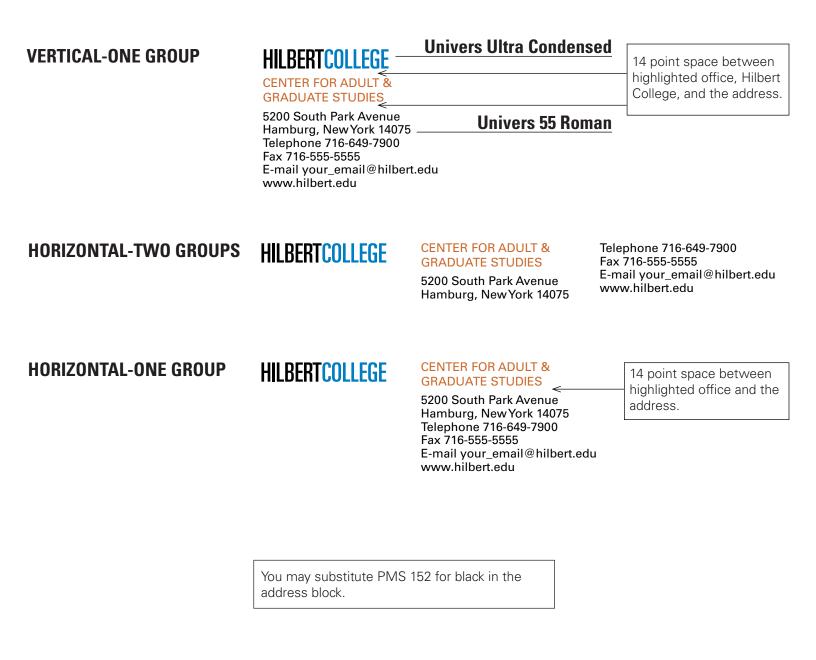
https://www.metainality.com/ Evel criminal justice program in Western New York based on an accelerated cohort model and designed to accommodate the needs of working adults.

Typography for Graduate programs should follow the same format as Admissions. However, substituting PMS 152 in titles and headers will help identify the sub brand.

ADDRESS BLOCK

Where possible, the address block is always in Black and Hilbert Blue. Highlighted offices should appear in Hilbert Blue with the exception of the Center For Adult and Graduate Studies, Burnt Umber should be used to help identify the sub brand. The address block is most commonly set in Univers 55 Roman, one of the College's official fonts, 9-point type with 10-point leading. The examples below show the alignments and spacing for the wordmark and address block. A line space is defined as the visual distance of one extra line of text from the address block, 14 points.

Use any of the three formats below for all printed materials, with the exception of the College's stationery.



STATIONARY

Stationery, which often makes the first impression, represents one of the most important aspects of the College's identity. Below is the primary stationery — letterhead, #10 envelope. Stationery is printed in two colors, Pantone 285 and Black. Address blocks are flush left. Typing formats are flush left and aligned with the Hilbert wordmark — 3/4'' from the left and 2'' from the top of the page. Text is Univers LT 55 Roman. If you do not have the Univers font collection, use Franklin Gothic, a standard font widely available on IBM and MAC computers.

PRIMARY LETTERHEAD

	HILBERTCOLLEGE CENTER FOR ADULT & GRADUATE STUDIES GRADUATE STUDIES
	5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu
Left align 3/4″	
	5200 South Park Avenue • Hamburg, New York 14075 • (716) 926-8949 • www.hilbert.edu

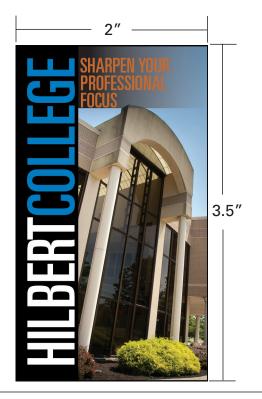
PRIMARY ENVELOPE (No 10)

HILBERTCOLLEGE CENTER FOR ADULT & GRADUATE STUDIES

CENTER FOR ADULT & GRADUATE STUDIES 5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu

CENTER FOR ADULT AND GRADUATE STUDIES BUSINESS CARD





BACK

HILBERT COLLEGE GRADUATE STUDIES

WORDMARK

The Hilbert College Graduate wordmark can be set up horizontally or vertically stacked in three lines. *"Hilbert College"* will follow the same guidelines as indicated on page 6. The words *"Graduates Studies"* may be added to the wordmark directly below *"College"* as shown in the examples below. "Graduate Studies" fill color should be PMS 152, however in some cases black or white may be used to heighten eligibility.

USE WITH WORDMARK

HILBERTCOL



Univers Ultra Condensed PMS 152

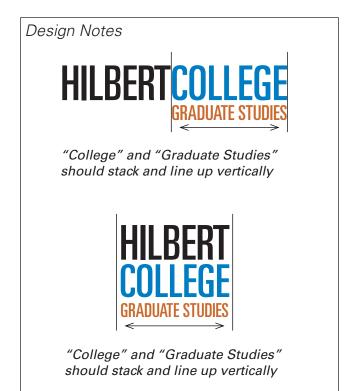












The Hilbert College Graduate wordmark can be set up horizontally or vertically stacked in three lines. "Hilbert College" will follow the same guidelines as indicated on page 6. The words "Graduates Programs" may be added to the wordmark directly below "Hilbert" when set up horizontally as shown in the examples below. "Graduate Programs" will be placed directly below "College" when vertically stacked on three lines as shown below. "Graduate Programs" fill color should be PMS 152, however in some cases black or white may be used to heighten eligibility.

USE WITH WORDMARK

HILBERTCOLLEGE

Univers Ultra Condensed PMS 152



HILBERTCOLLEGE GRADUATE PROGRAMS









Design Notes
HILBERT COLLEGE
GRADUATE PROGRAMS

"Hilbert" and "Graduate Programs" should stack and line up vertically.



"College" and "Graduate Programs" should stack and line up vertically.

Adjusting the color of "Graduate Studies" and "Graduate Programs" to white or black is acceptable.

GRADUATE PROGRAM TAGLINE

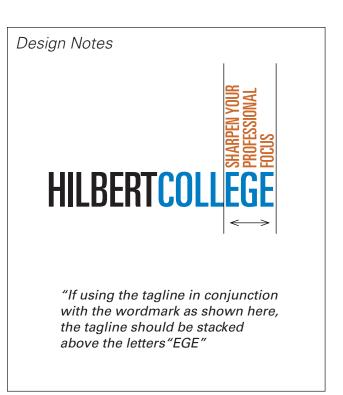


Univers Ultra Condensed PMS 152

TAGLINE USE WITH WORDMARK







HILBERT COLLEGE ACCELERATED DEGREE PROGRAMS

Feb 03, 2014

WORDMARK

USE WITH WORDMARK



Univers Bold Condensed PMS 152





Design Notes



"Hilbert College" and "Accelerated Degree Programs" should stack and line up vertically

HILBERT College

INSTITUTIONAL ADVANCEMENT

COLOR PALETTE

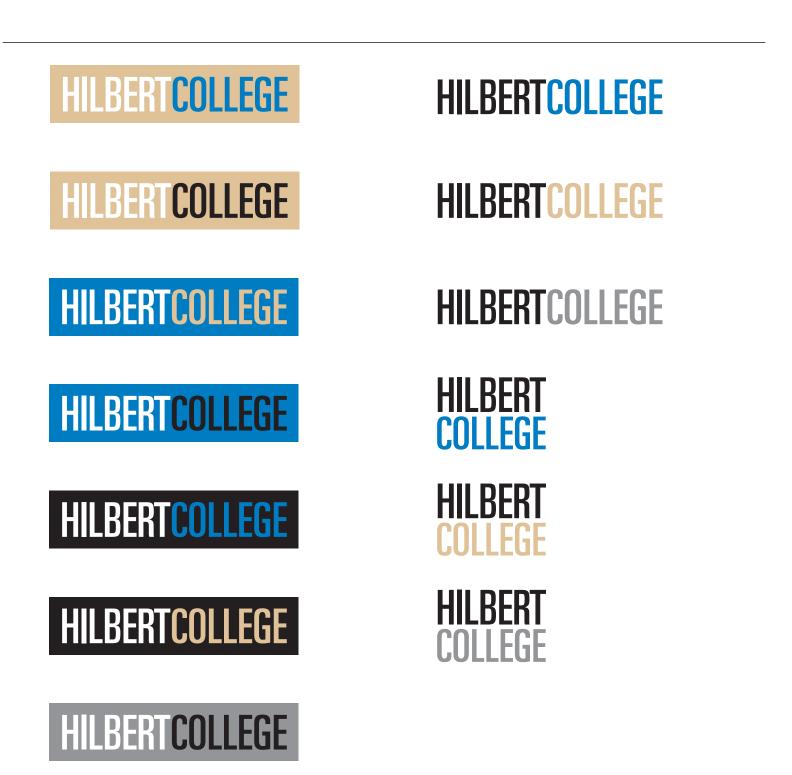
The official colors of the Hilbert College visual identity are Hilbert Blue and Hilbert Tan. The blue is more important to the identity of the College; you may omit the tan, which is often treated as an accent color. Hilbert Blue is Pantone 285 and Hilbert Tan is Pantone 466; CMYK, RBG and HTML equivalents are indicated below. In instances where only one color is available, use Pantone 285. When two are available, use Pantone 285 and 466. Secondary colors can also be used to express the identity of an individual unit while maintaining overall consistency.



Black C: 60 M: 50 Y: 40 K: 100

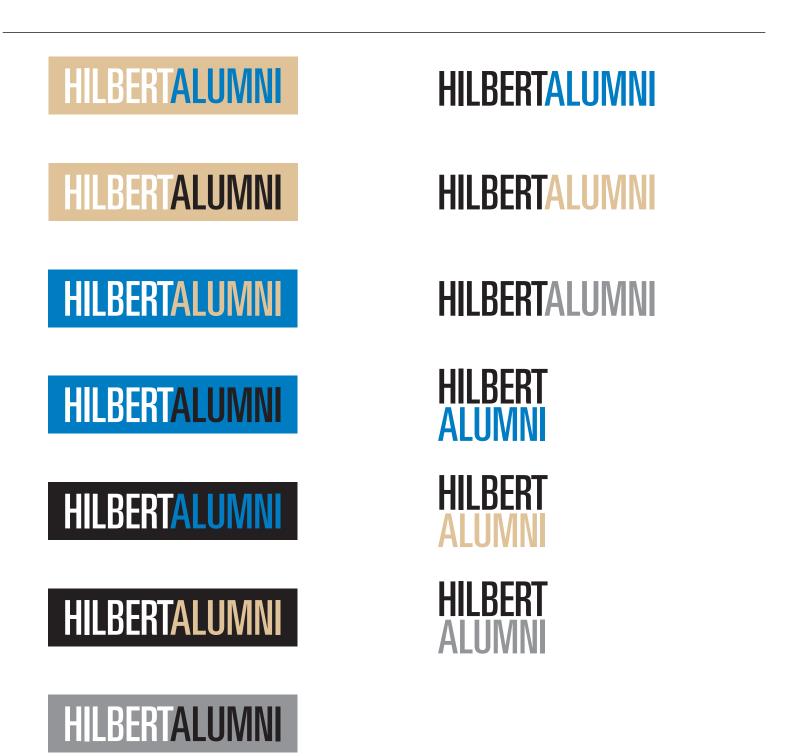
WORDMARK

The Hilbert College wordmark can be set up horizontally or vertically stacked in two lines. The two words should always be set in contrasting colors, with "Hilbert" in the color which gives it most emphasis. In many instances, "Hilbert" will visually stand out over "College" if set in white or black. However, when combined with photography, the color break should be based on legibility. Do not use blue and tan together.

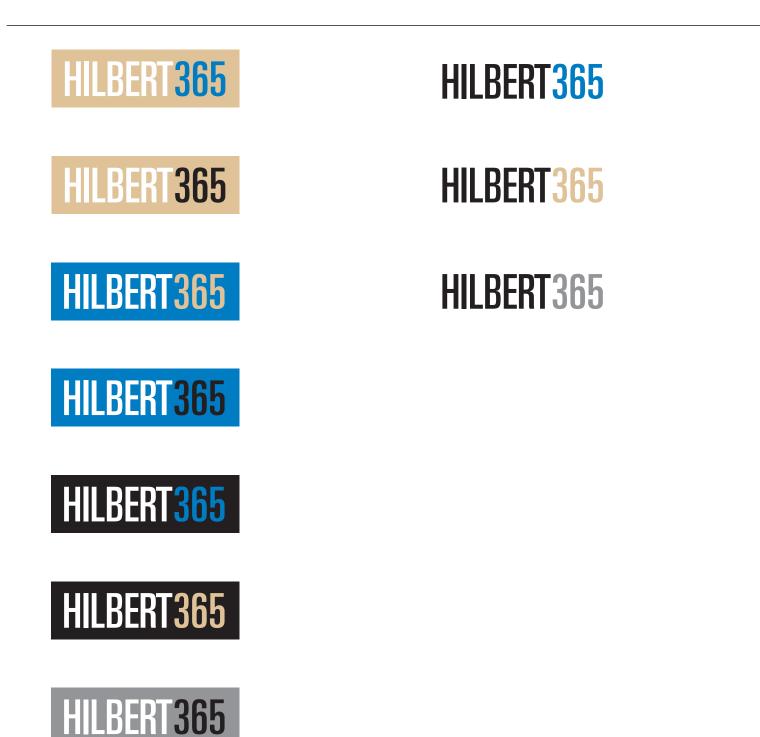


IA SUB BRAND / IDENTITY

Additional wordmarks are used within Institutional Advancement. "Hilbert Alumni" and "Hilbert365" should follow the same guidelines as the "Hilbert College" wordmark. "Hilbert Alumni" can be set up horizontally or vertically stacked in two lines. The two words should always be set in contrasting colors, with "Hilbert" in the color which gives it most emphasis. In many instances, "Hilbert" will visually stand out over "Alumni." Hilbert Blue is the primary color, the preferred wordmark will have this color in it or behind it.



"Hilbert365" should only be displayed in a horizontal format as shown below.



TYPOGRAPHY

The College has chosen one primary font family - Univers LT Std - to complement the wordmark and symbol. The font family offers a wide range of weights and styles, of which only a few are shown below. In creating materials for Hilbert, please use these fonts. Remember that clear and legible communication is always a primary goal - let the typography support the communication rather than impede it. If your department has not purchased Univers LT std, always use the Franklin Gothic font family, a standard font widely available on IBM and MAC computers.

DISPLAY/HEADERS

Univers Ultra Condensed **ABCDEFGHIJKLMNOPO** abcdefqhijklmnopqrstuvwxyz 0123456789

TITLES

Univers Bold Condensed ABCDEDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

PULLOOUTES

Univers Condensed ABCDEFGHIJKLMNO PORSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

SUBHEADS / BODY COPY / CAPTIONS

Univers Roman ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

TITLE: Univers

Bold Condensed

SUBTITLE: Univers

Bold Condensed

BODY COPY:

Univers

THE ACADEMIC EXPERIENCE

SUBHEAD: Univers

"I MIGHT BE ABLE TO GET THE SAME DEGREE AT ANOTHER SCHOOL, BUT I DEFINITELY WOULDN'T BE GETTING THE SAME EDUCATION." - Zach Cantie, freshman, Lancaster NY

MAJOR DECISIONS

In addition to 13 bachelor's degree programs, we offer 50 minors and concentrations that enable you to customize your degree. Other options include study abroad and a challenging Honors Program for the College's top students.

VITAL SKILL SETS

A Hilbert education enhances fundamental skills, like writing and critical thinking, regardless of the major you choose. This gives you a transferable skill set useful in virtually any profession.

ADDRESS BLOCK

Where possible, the address block is always in Black and Hilbert Blue. Highlighted offices should appear in Hilbert Blue with the exception of The Center For Adult and Graduate Studies, Burnt Umber should be used to help identify the sub brand. The address block is most commonly set in Univers 55 Roman, one of the College's official fonts, 9-point type with 10-point leading. The examples below show the alignments and spacing for the wordmark and address block. A line space is defined as the visual distance of one extra line of text from the address block, 14 points.

Use any of the three formats below for all printed materials, with the exception of the College's stationery.

VERTICAL-ONE GROUP	HILBERTCOLLEGE OFFICE OF INSTITUTIONAL 5200 South Park Avenu Hamburg, New York 14 Telephone 716-649-790 Fax 716-555-5555 E-mail your_email@hil www.hilbert.edu	Univers 55 Roman	14 point space between highlighted office, Hilbert College, and the address.
HORIZONTAL-TWO GROUPS	HILBERTCOLLEGE	OFFICE OF INSTITUTIONAL ADVANCEMENT 5200 South Park Avenue Hamburg, New York 14075	Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu
HORIZONTAL-ONE GROUP	HILBERTCOLLEGE	OFFICE OF INSTITUTIONAL ADVANCEMENT 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu	14 point space between highlighted office and the address.

LETTERHEADS & ENVELOPES

Stationery, which often makes the first impression, represents one of the most important aspects of the College's identity. Below is the primary stationery — letterhead, #10 envelope. Stationery is printed in two colors, Pantone 285 and Black. Address blocks are flush left. Typing formats are flush left and aligned with the Hilbert wordmark — 3/4'' from the left and 2'' from the top of the page. Text is Univers LT 55 Roman. If you do not have the Univers font collection, use Franklin Gothic, a standard font widely available on IBM and MAC computers.

PRIMARY LETTERHEAD

EXAMPLE ADVANCEMENT 5200 South Park Avenue Hamburg, NewYork 14075 www.hilbert.edu

PRIMARY ENVELOPE (No 10)





INTRODUCTION

As Hilbert College strives to provide students with an exceptional educational experience, clear consistent messaging about the college is imperative to raising the institution's visibility and increasing a positive awareness toward the college. The Hilbert athletics Hawks logo is one of the most visible representations of the college's visual identity. By using the Hawks logo consistently, it will assist Hilbert athletics in establishing and maintaining a strong, positive image and reputation. Its correct usage shows the college is a united team, taking pride in the successes of our students, while instilling confidence in student-athletes and reflecting quality and professionalism in Hilbert athletics.

The purpose of this athletics visual identity guide is to provide a branding message for the Hilbert athletics program that is consistently identifiable in all applications. It is also designed to provide information about the Hilbert Hawks logo and parameters for its use. Use of the Hilbert Hawks logo for any purposes must adhere to these guidelines.

This guide provides information on many, but not all, typical applications for the athletics logo.

For clarification or questions on appropriate usage, please contact the: Director of Athletics 926-8800 On campus: Ext. 233

Thank you for your cooperation in communicating Hilbert athletics in a clear and consistent manner.

ATHLETICS VISUAL IDENTITY GUIDELINES

The graphic elements contained in this guide are not to be altered in any way and are reserved for use by Hilbert College athletics only. Any exceptions must be approved by the director of athletics. Some basic guidelines:

- Individuals may not order any merchandise (uniforms, stationery, etc.) that does not conform to these guidelines, including all items purchased/ produced in-house or by third-party vendors.
- Apparel-related items may require additional guidelines. Contact the director of athletics for more information.
- All design and ordering of stationery, envelopes and business cards must be initiated through the director of athletics.
- The Hilbert Hawks logo is unique. Using standard fonts will not accurately reproduce the typography.
- When printing names of individual teams and programs, Hilbert's approved, specially designed type font must be used.
- Use of the previous Hawks image and other athletics design elements must be discontinued as new items are ordered.
- Use of the images shown in this guide must appear in a horizontal and square position. See the section on Incorrect Usage for more information.
- Images shown are only a sampling of how the Hawks logo can be personalized to fit each athletic program.
- The athletics director may cease production or may require an order to be revised for any uniform order or other apparel order that uses the athletics logo incorrectly or does not comply with the approved athletics colors.

COLOR PALETTE

The official colors of Hilbert College Athletics visual identity are Hilbert Blue and Hilbert Hawks Gold. The blue is more important to the identity of the College; you may omit the gold, which is only used in the beak of the Hilbert Hawk. Hilbert Blue is pantone 285 and Hilbert Gold is pantone 109; CMYK, RBG and HTML equivalents are indicated below. In instances where only one color is available, use pantone 285. When two are available, use pantone 285 and 109.

COLOR BUILD



PMS: 285 C: 90 M: 50 Y: 0 K: 0 R: 0 G: 93 B: 170 (hexadecimal) notation: #44AAFF



PMS: 109 C: 10 M: 25 Y: 50 K: 0 R: 238 G: 177 B: 17



Black C: 60 M: 50 Y: 40 K: 100

TYPOGRAPHY

The College has chosen one primary font family - **Univers LT Std** - to complement the wordmark and Hawk Logo. The font family offers a wide range of weights and styles, of which only a few are shown below. In creating materials for Hilbert, please use these fonts. Remember that clear and legible communication is always a primary goal - let the typography support the communication rather than impede it.

If your department has not purchased Univers LT std, always use the **Franklin Gothic** font family, a standard font widely available on IBM and MAC computers.

DISPLAY/HEADERS Univers Ultra Condensed ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz

0123456789

TITLES

Univers Bold Condensed ABCDEDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

PULLOOUTES

Univers Condensed ABCDEFGHIJKLMNO PQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

SUBHEADS / BODY COPY / CAPTIONS

Univers Roman ABCDEFGHIJKLMNOPQ abcdefghijklmnopqrstuvwxyz 0123456789

ADDRESS BLOCK

Where possible, the address block is always in Black and Hilbert Blue. Highlighted offices should appear in Hilbert Blue with the exception of The Center For Adult and Graduate Studies, Burnt Umber should be used to help identify the sub brand. The address block is most commonly set in Univers 55 Roman, one of the College's official fonts, 9-point type with 10-point leading. The examples below show the alignments and spacing for the wordmark and address block. A line space is defined as the visual distance of one extra line of text from the address block, 14 points.

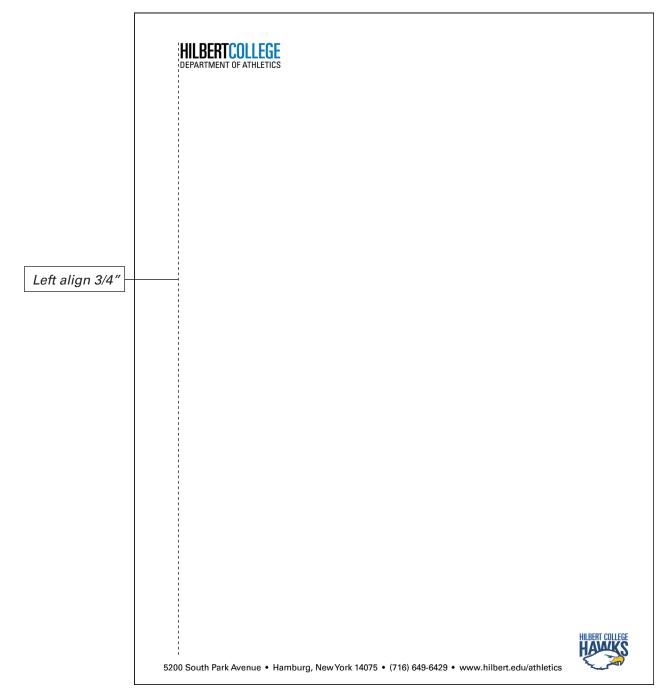
Use any of the three formats below for all printed materials, with the exception of the College's stationery.

VERTICAL-ONE GROUP	HILBERTCOLLEGE DEPARTMENT OF ATHLET 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilber www.hilbert.edu	5 Univers 55 Roma	highlighted office, Hilbert College, and the address.
HORIZONTAL-TWO GROUPS	HILBERTCOLLEGE	5200 South Park Avenue	Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu
HORIZONTAL-ONE GROUP	HILBERTCOLLEGE	DEPARTMENT OF ATHLETICS 5200 South Park Avenue Hamburg, New York 14075 Telephone 716-649-7900 Fax 716-555-5555 E-mail your_email@hilbert.edu www.hilbert.edu	14 point space between highlighted office and the address.

LETTERHEADS & ENVELOPES

Stationery, which often makes the first impression, represents one of the most important aspects of the College's identity. Below is the primary stationery — letterhead, #10 envelope. Stationery is printed in two colors, pantone 285 and black. Address blocks are flush left. Typing formats are flush left and aligned with the Hilbert wordmark — 3/4'' from the left and 2'' from the top of the page. Text is Univers LT 55 Roman. If you do not have the Univers font collection, use Franklin Gothic, a standard font widely available on IBM and MAC computers.

ATHLETICS LETTERHEAD



ATHLETICS ENVELOPE (No 10)



5200 South Park Avenue Hamburg, New York 14075 www.hilbert.edu/athletics

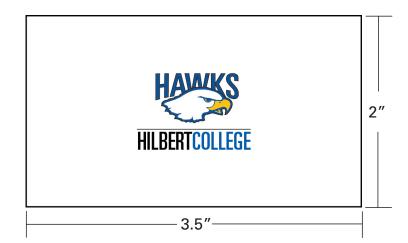


The Athletics business card below is the standard for anyone involved in athletics programs/clubs.

ATHLETICS

FRONT





BACK

UNIFORMS

The Hilbert College word mark must appear on all athletic uniforms and all game warm-up shirts. Based on sport uniform code, the word mark will be displayed across the front panel of both home and away uniforms. With permission from the director of athletics, the word mark may appear across the shoulder panels on the back of home and away jerseys.

HILBERT COLLEGE Univers Ultra Condensed PMS 285

HILBERT COLLEGE

All Hilbert athletics uniforms will be in Hilbert blue or white. If the exact PMS blue 286 is unavailable, vendors must achieve the closest possible match and the color must be approved by the director of athletics.

All athletics uniforms must be approved by Hilbert's director of athletics. Please obtain a uniform proof and proposed color fabric from the vendor for approval before production. After approval, a confirmation will be provided and uniforms may then be ordered.

The athletics director may cease production of any uniform order that uses the athletics logo incorrectly or may require an order to be revised. If permitted to place an athletic logo on the leg panel of game shorts or pants, either Option A or Option B will be acceptable.

PRIMARY LOGO

The primary logo is preferred for most uses. Where possible, print the entire image in blue (PMS 285), White and Gold (PMS 109).

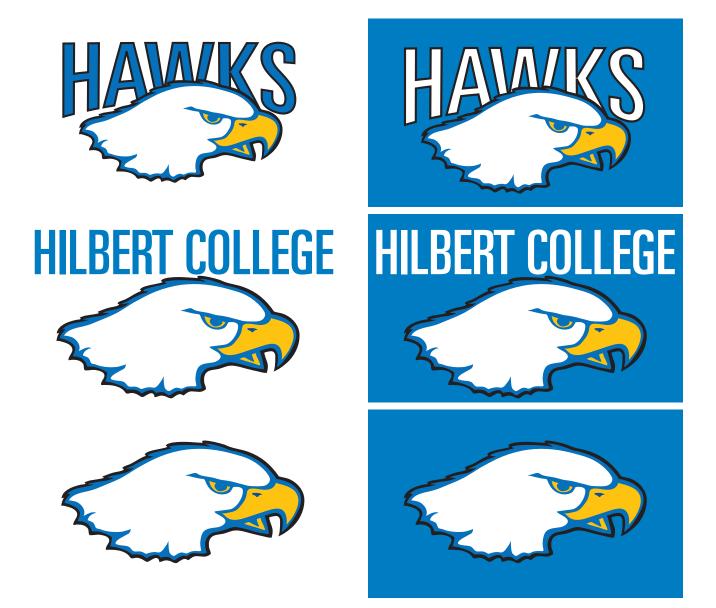


Area Surrounding Logo

To maintain the integrity of the Hilbert Hawks identity, a certain amount of space around the logo must be kept clear of competing visual typographic elements. No other artwork may appear in the area immediately surrounding the logo.

SECONDARY LOGO

Additional options have been designed to allow for flexibility within the athletics logo system when it's not possible to use the three-color primary logo. The following are available options. Use of one of these options **must be** approved by the director of athletics.



SPORT SPECIFIC LOGO

The primary Hilbert Hawks athletics logo may be personalized with a specific sport. Below are athletics/team-specific logos that may be used on light colored backgrounds



The primary three-color Hilbert Hawks logo may be used on a dark background as it's been created with an outline shape and color that allows it to work clearly on any dark colored background



DESIGN & PROJECT APPROVALS

Any coach, team or Hilbert College staff/faculty wishing to use the Hilbert Hawks logo must have the design or project approved by the Director of Athletics.

- Complete and submit an athletics design or project approval form. The form is available on the Hilbert Intranet .
- Submit a completed form to the athletics director for approval. Allow 5-7 business days for approval.
- Athletics uniforms, apparel or other materials purchased from an outside vendor requires a final proof approval by the athletics director.
- Team t-shirts must have the sport-specific team logo on the front. Coaches may determine what will appear on the back of the t-shirt. All team t-shirts will be ordered through the same vendor designated by the Director of Athletics.
- The items which require pre-approval:
 - All game apparel uniforms, sweat suits, shooting shirts, warm-up t-shirts, jackets, and hats.
 - All apparel worn to and from contests travel suits, hats and jackets.
- Approved color combinations:
 - All apparel tops must be blue or white and may have a black accent color sewn into top.
 - Apparel bottoms may include black for sweat suits only.
 - Coaching apparel/gear all black may be worn though royal blue and white is preferred, especially when attending recruiting events.
 - Practice t-shirts may be white, blue, black or grey. Grey is permitted for practice t-shirts only and should not be used for any other apparel.

INCORRECT USAGE

Correct use of the Hilbert Hawks identity is important for building recognition. Here are some typical variations that are to be avoided and are not permitted.

- Do not change the logo colors. Do not tint the colors of the logo.
- The logo may not be printed at an angle other than horizontal. Never tilt or rotate the logo.
- Do not use the old Hawks logo.
- Do not put the logo on a patterned background.
- Do not use portions of the logo to create another logo or wordmark.
- Do not alter the dimensions of the logo so that it's disproportionate or distorted.
- The logo should not be reproduced from a website or previously printed publication.
- The logo should not be printed within a border or other type of artwork.
- Do not reverse or flip the logo. The Hawk's beak must be on the right side of the image.
- Never change the logo's typeface.
- The Hawks logo represents Hilbert Athletics only. It does not identify the college overall, academic programs and other areas of the institution.

HILBERT COLLEGE EMAIL

Feb 03, 2014

EMAIL SIGNATURE

Email is often a main source of communication within the Hilbert Community as well as outside vendors, perspective students, parents, and other businesses. Below is the primary Email signature. Use 10 pt Franklin Gothic for the signature as well as the body of the email. Franklin Gothic is a standard font widely available on IBM and MAC computers.

PRIMARY EMAIL SIGNATURE



YOUR NAME

[Position] Hilbert College | Office of [your office] 5200 South Park Ave. | Hamburg, NY 14075 Office: 716.649.7900 | Cell: 716.555.5555 your_email@hilbert.edu



If your department wishes to have any other layout of the Hilbert email signature, it must be submitted and approved by the Department of Design.

Departments with a sub brand such as athletics may insert their logo.

CHANGING YOUR EMAIL PREFERENCES

PC

CHANGING THE FONT

1. Open Microsoft Outlook

CHANGING YOUR SIGNATURE

- 1. Open Microsoft Outlook
- 2. Click on Outlook > preferences
- 3. Click on Signatures in the preference window

APPLE

CHANGING THE FONT

- 1. Open Microsoft Outlook
- 2. Click on Outlook > Preferences
- 3. Click on Fonts in the preference window
- 4. Change font to Franklin Gothic Book
- 5. Change the size of the font to 14pt

CHANGING YOUR SIGNATURE

- 1. Open Microsoft Outlook
- 2. Click on Outlook > preferences
- 3. Click on Signatures in the preference window
- 4. To add a new signature, click on + located in the bottom left of the signature window
- 5. You may rename the signature if you wish at this time
- 6. Type out your new signature to match the style in this guide
- 7. Once your new signature is complete, be sure to keep it "checked" in the signature window
- 8. All set! Give it a test try to make sure it looks fabulous

ADDING THE HILBERT WORDMARK AND SOCIAL MEDIA ICONS

Adding social media icons are optional. Numerous icons as we as directions to add these icons to your signature can be found on the intranet in the "Marketing" section called "Creating a Signature In Microsoft Outlook".

intouch.hilbert.edu

If you have difficulty creating your signature, please contact the Help Desk.

HILBERT College

NAME TAGS

PRIMARY

Peter Burns Vice President for Enrollment Management HILBERTCOLLEGE

HILBERT COLLEGE SEAL

The College Seal is used only for diplomas, legal and official records, transcripts, awards and printed programs presented at academic ceremonies, and any other legal agreements binding Hilbert College.



Examples of Approved Usage

- Watermark on an official diploma or transcript.
- Graphic on printed programs for Commencement, Honors Convocation, Scholars' Day or Academic Convocation or on banners hanging at the ceremonies.
- Plaques for academic awards

Unapproved Usage

- As a logo on letterhead, stationery, business cards, merchandise or signage.
- Graphic on printed programs, plaques or displays for nonacademic ceremonies.

Hilbert Blue, white or black, should be used to reproduce the seal. Gold, bronze, silver and copper also are acceptable.

HILBERT COLLEGE PHOTOGRAPHY

Feb 03, 2014

Imagery should capture the essence of Hilbert's brand:

- A Different Way of Thinking
- Interdisciplinary
- Crossing boundaries
- Collaborative
- Willing to engage
- Dynamic
- Diverse

Examples

People with interesting expressions, people who look like there is something going on behind their eyes, who appear intellectually engaged, curious, etc. Portraits and close-ups of faces.

Students and faculty working collaboratively in visually interesting and challenging projects of all sorts.

Students and faculty having fun together.

Students working collaboratively with other students, mentoring each other, having fun.

Shots that show diverse people engaging together in activities.

Shots that show a real diversity of activities, from athletics to classrooms, to residence halls, to science projects.

Campus shots that show off the beauty of the campus should always have people in them.

There is a photo bank available on the intranet for faculty/staff use. You are not limited to these images, but they may provide a good starting point for any project.



HILBERT College

DESIGN SAMPLES

VIEWBOOK

I DIDN'T ENON ANYONE ON CAMPUS WHEN I AREAUED FOR FRESHMAN ORIENTATION, BUT EVERYONE WHS SO WELCOMING THAT I FELT AT HOME RIGHT AWAY. Getting involved in COMMON GROUND and other clubs here has taught me so much about how to interact with different kinds

different points of view, It's been a real growth experience. Professors here go ABOVE AND BEYOND - they do much more than just teach classes. I can walk in to my chiminal justice professor's

ng out with friends

office any something

N Ol

IT'S EASY TO GE LEVEL. MOST O EVEN AFFA COME bag a recomm Hilbert's mor almost a FAM I'M VERY EXCRI PIGTAL MEDIA. ME DECIDE TF Effethan Wei Anne Mulling www. Perpekology weitum Priersen N) anne Sydors needes in Buffelo,

Being at hilbert has helped

being the stand my own strengths. College is what you make it - and live decided to make the most of it.

> STUDENT QUOTE: Handwritten text

PROFILE PERSONAL INFO: Handwritten text STUDENT QUOTES: Handwritten text

NAMEPLATE: White and PMS 285 on PMS 466

HEADER: Univers Ultra Condensed, 142 pt.

FLAWAR F

TEAMMATES AND TEAMWORK

PROFILE TITLE: Univers Bold Condensed, 8.5/11 pt. PROFILE BODY COPY: Univers, 8.5/12.5 pt.

> SIDEBAR TITLE: Univers Bold Condensed, 8/10.5 pt. SIDEBAR BODY COPY:

> > Univers, 8/12 pt.

TITLE: Univers Bold Condensed, 30/32 pt., Rich Black

SUBHEAD: Univers, All Caps, 10/13 pt., C:75 M:30 Y:0 K:0

CREDIT: Univers, 7/13 pt., C:75 M:30 Y:0 K:0

SUBTITLE: Univers Bold Condensed, 9.5/14 pt., C:10 M:25 Y:50 K:0

BODY COPY: Univers, 10/14 pt., Black

LIVING SMART

PLAYING VARSITY SOCCER AND LIVING ON CAMPUS HELPER REL TOTALLY CONNECTED TO THE HILBERT COMMUNITY."

Whether you live on campus or commute, Hilbert College will feel like home: we'll welcome you into our ambions, and stimulate your mind. More students are kiving on campus than over before, and that gives commutes alike greater opportunities for academic and social interactions. **DBME OFFICE** We're expanding on-campus

sciolaris, when the dright in hall houses about 100. There are 68 more students living in the on-campus, suite-style apartments. **ONVIOLS AVVINTACES** One of the biggest advantages of living on campus is being classes, the fibrary, the "caf."

150/100/68

NUMBER OF STUDENTS LIVING IN THE NEW RESIDENCE HALL, THE ORIGINAL RESIDENCE HALL, AND THE SUITE-STYLE CAMPUS APARTMENTS.



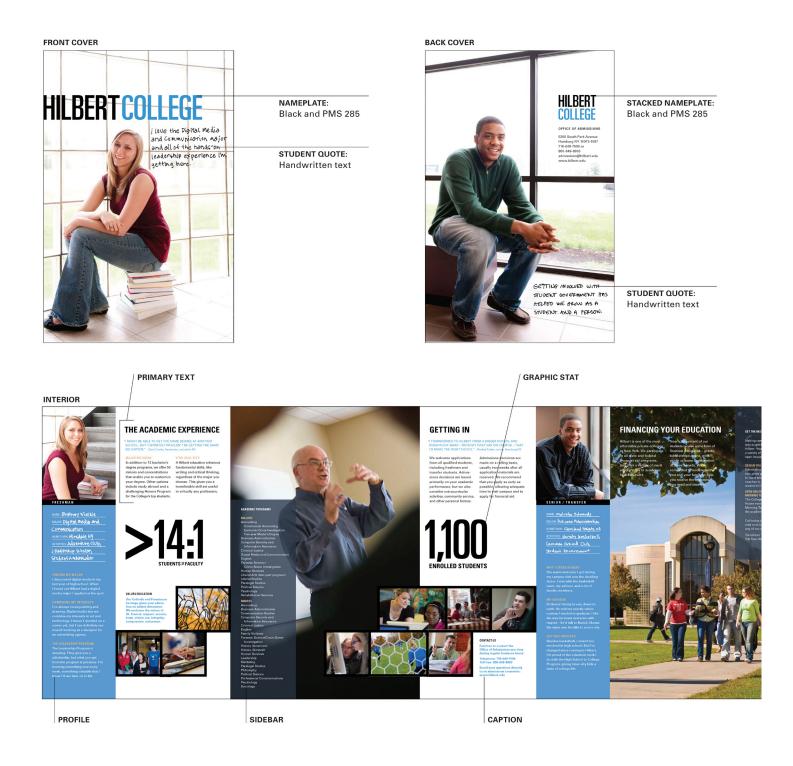
YOUR JOURNEY FROM FRESHMAN YEAR TO GRADUATION WILL BE FILLED WITH NEW INSIGHTS, NEW ACHIEVEMENTS, NEW FRIENDSHIPS, AND NEW DIRECTIONS.

PULLQUOTE: Univers Condensed 22/28 pt.

GRAPHIC DEVICES: Rich Black C:60 M:50 Y:40 K:100



TRAVEL BROCHURE



POSTCARDS

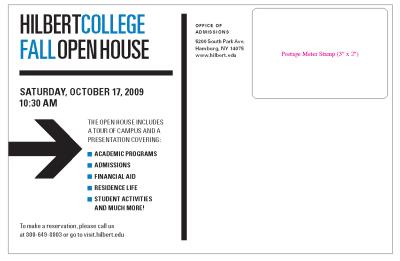
FULL BLEED IMAGE TEMPLATE



MULTI-IMAGE TEMPLATE



MAILING SIDE TEMPLATE



ADS

BUFFALO NEWS



Hilbert's been perfect for me. My freshman year just flew by because 1 got so involved in classes, soccer, and life on camps.

Eric Davies, Business major, Tonawanda NY

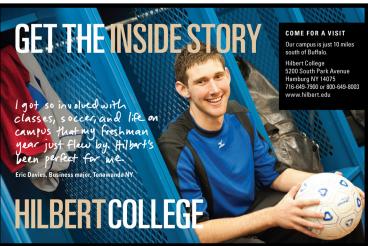
COME FOR A VISIT Our campus is just 10 mil

South of Buffalo. Hilbert College 5200 South Park Avenue Hamburg, NY 14075

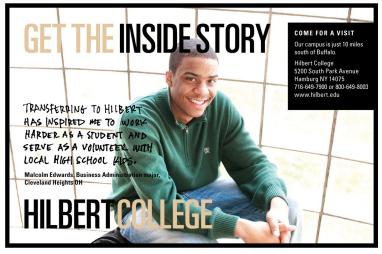
716-649-7900 or 800-649-8003 www.hilbert.edu



NEXT STEP MAGAZINE



NEXT STEP MAGAZINE: TRANSFER STUDENT



BUFFALO NEWS: TODAY'S EDUCATION SECTION

