

# University Identity Standards Policy ADM 15.0

## Office of Marketing

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, and volunteers

## **POLICY DATES**

Issued: 2002 Revised: 2017 Edited: Reviewed:

To protect the University's brand and identity, the University developed Identity standards with the following objectives:

- 1. Provides a link between the public's image of Mount Union and the reality of the institution's impact on the community both on campus and in Alliance as a whole and the strong liberal arts foundation that it offers its students.
- 2. Identifies and advances Mount Union's identity and position as a premiere institution among comprehensive colleges in the Midwest to all its key audiences.
- 3. Promotes Mount Union's mission, vision and strategic plan through cohesiveness and consistency among Mount Union's marketing efforts.

The complete policy can be found here.

University of Mount Union Identity Program

### **Table of Contents**

Guide to University Style	3
Guide to University Statements	14
Guide to Visual Standards	16
Name	16
Mount Union Purple	16
Mount Union Logos	16
Logotype	18
University Seal	18
Mark	20
Raider Logo	
Unacceptable Logos and Marks	21
Unacceptable Practices	21
Signatures	22
Typography	
Alternative Typefaces	
Letterhead and Envelopes	23
Business Cards	25
Nametags	
Publications	26
Forms	
Notepads and Other Paper Materials	
Banners and Displays	26
Temporary Signage	26
Signage Guidelines	27
Exterior Signage	
Interior Signage	

# University Identity Policy ADM 15.0

## Office of Marketing

Applies to: Faculty, staff, student employees, students, and volunteers

Vehicle Signage......35 Trademarking and Licensing ...... 36 Promotional Items......37 Advertising and Public Service Announcement Standards......37 Print Advertising......37 Radio Advertising......37 Television Advertising......38 Digital Manipulation of Photographs or Video......38 Public Service Announcements for WRMU......38 Website Standards......39 Official Information......39 Unofficial Information......40 Prepared Files......41 Appendix......42 Appendix A - Frequently Asked Questions......42 Appendix B - States and U.S. Post Office Abbreviations......45

## Responsibilities

Position or Office	Responsibilities
Marketing Office	Controls how the University brand is promoted and used

### Resources

**University of Mount Union Identity Program** 

#### **Contacts**

Position	Office	Telephone	E-mail/URL
VP for Marketing	Office of Marketing	(330) 823- 6063	marketing@mountunion.edu

#### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued: 2002 Revised: 2017

Edited: Reviewed: