ALLEGANY COLLEGE

BRAND GUIDELINES

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BRAND PROMISE

ACM is about People. We improve the lives of our students, our community, and each other. Our roots are strong and run deep. We are proud of the college and the work we do.

- We promise that everyday we will strive to support each other, celebrate our successes, keep our students as our primary focus, and endeavor to help them achieve success;
- We will be a cultural hub for our communities;
- We will stand with our business and industry leaders to re-energize the economy in our region;
- We will work hard to communicate across the college so faculty and staff are aware of everything the college is involved with;
- We promise that everyday we will seek to grow and be the best college we can be;
- We will respect the past, but not hold so tight that we are unable to move forward and make a difference in the future;
- We will create a culture of growth and acceptance for everyone who comes on our campuses — our staff, our students and our guests;
- We will embrace our campuses and move forward as One College with One Voice to serve our communities with the stellar education and services they deserve.

THE ALLEGANY COLLEGE OF MARYLAND LOGO

The Allegany College of Maryland logo is the graphic symbol which embodies the brand promise. The green side of the logo represents the growth of the students and the life they bring to the campuses. The blue side of the logo represents the faculty and staff of the college. The two colors (Students and Faculty/Staff) join together with the gray color (the community) and provide the solid foundation for the college (and logo). Where the students, faculty and staff, and community come together at the base of the logo they form the arrow directing the college, the community and the students upwards and forwards to a positive future.

Centered version and primary logo.

This logo is the preferred format and should always be first choice.





LOGO OPTIONS





WORDMARK LOGO

This page shows how to use the college name without the logo graphic. These wordmark logos would be used on small token items like pencils or pens.







ACM

The minimum sizes of the wordmark logos are as follows:

ALLEGANY COLLEGE

Centered logo 1.5" wide (108 px)



of MARYLAND

Horizontal logo 1.5" wide (108 px)



Stacked logo

.75" wide (54 px)

ACM

ACM logo .5" wide (35.4 px)

SUB-BRAND LOGO

The logos on this page are considered the "sub-brand" logo. The sub-brand basically replaces the tagline and includes the different departments and campuses. The sub-brand logos should only be used in the centered or horizontal formats.



The minimum sizes of the sub-brand logos are as follows:



2" wide (144 px) (the sub-brand should never be smaller than 6 pt)



Horizontal sub-brand logo 2.7" wide (193 px) (the sub-brand should never be smaller than 6 pt)

LOGO COLORS

СМҮК

The CMYK logo is the primary and preferred logo and is best used for printed publications.



RGB

It is best practice to use the RGB logo for placement on web and digital platforms.



LOGO COLORS

2 color - PMS

When restricted to two colors, the shaded or solid 2 color PMS logo should be used whenever printing 2 color jobs.

2 color - PMS (solid)

The solid 2 color PMS logo is the preferred choice for 2 color embroidery jobs or token items.







LOGO COLORS

1 color - Grayscale

The shaded grayscale or solid logo should be used when printing 1 color jobs – black ink.

1 color - Solid

The solid 1 color logo is the preferred choice for 1 color embroidery jobs or token items.



DARK BACKGROUNDS

When using the <u>CMYK</u> logo on dark backgrounds, use the "outlined" version. The logo mark has been outlined with white to ensure strong contrast to the background. When using the logo on dark backgrounds, normally it is recommended to use the reversed logo shown on the next page.





REVERSED LOGOS

When reversing the logo, make sure there is enough contrast. In gray scale applications, the logo can only be reversed out of a value that is at least 40% black.



MINIMUM SIZE

At certain small sizes, the logo becomes illegible. To prevent legibility issues, keep to the minimum sizes specified here on this page and do not use any of the logo versions at a smaller size than specified.



Centered logo 1.5" wide (108 px)



Centered logo with tagline 2" wide (144 px) (the tagline should never be smaller than 6 pt)



Stacked logo .75" wide (54 px)



Stacked logo with tagline 1.14" wide (82 px) (the tagline should never be smaller than 6 pt)



Horizontal logo 2" wide (145 px)



Horizontal logo with tagline 2.7" wide (193 px) (the tagline should never be smaller than 6 pt)



ACM logo .5" wide (35.4 px)

Refer to pages 5 & 6 for minimum sizes pertaining to the wordmark and sub-branded logo.

SMALL LOGO

When using the solid 2 color logo and solid 1 color logo, if you have to use the logo at a small size, be sure to use the "small" version of the logo, so the lines don't close up.

Centered Logo

If you need to use the logo smaller than 2"W, please use the "small" version.

Horizontal Logo

If you need to use the logo smaller than 3"W, please use the "small" version.

Stacked Logo

If you need to use the logo smaller than 1"W, please use the "small" version.

ACM Logo

If you need to use the logo smaller than .75"W, please use the "small" version.



The "small" versions have a larger gap between shapes, ensuring legibility at small sizes.

Refer to page 12 for instructions on minimum sizes.

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.



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LOGO IMAGE USE

When using the <u>CMYK</u> logo on an photographic background ensure there is enough contrast to clearly see the logo. If contrast is low or the logo is on a dark photo, be sure to use the "outline" logo.



LOGO IMAGE USE

When using the reversed logo on a photographic background make sure there is enough contrast to clearly see the logo. To help increase the contrast you can add a dark transparent gradient on top of the image as shown below.





INCORRECT USAGE

The ACM logo should never be altered in any way. These guidelines apply to <u>all versions</u> of the logo (Centered, Horizontal, Stacked and ACM Acronym). Some examples of incorrect usage are shown below and continue on the next page.



INCORRECT USAGE





ENGAGE YOUR FUTURE

Do not create a mask from the logo to hold imagery





ALLEGANY COLLEGE









Do not remove the lines from the logo



ALLEGANY COLLEGE of MARYLAND ENGAGE YOUR FUTURE

Do not use the logo on a background with insufficient contrast



PRIMARY 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 Allegany College of Maryland color palette and should be <u>dominant</u> in all communications. The required percentage for primary colors in all marketing publications and important communications is a minimum total of 60-percent.



COMPLEMENTARY COLOR PALETTE

When combined with the primary color palette, these two complementary colors make up the six colors of the ACM logo. They should make up no more than <u>30-percent</u> of the color palette within a design, but inclusion of these colors is not required.



ACCENT COLOR PALETTE

These tertiary colors have been carefully selected to enhance the primary and complementary colors. Tertiary colors are designed to act as accent colors, adding richness and vibrancy to the brand when used in marketing and important communications. They should be used <u>minimally</u> to enhance the primary and complementary colors. Accent colors are to never compete with ACM's primary colors.



CMYK = 0 69 98 0

This chart is a visual example of how much of an accent color should be used.

*No more than 10-percent of the color palette within a design.

COLOR PROPORTIONS

A color proportion wheel is a great way to demonstrate how much each color should be used. To consistently achieve the right balance of color throughout our communications and promotional pieces, refer to the color wheel below for proper proportions. This chart is not a precise mathematical system, but should provide an idea of relative use.



ADA COMPLIANCE

ACM is committed to meeting WCAG 2.1 accessibility guidelines. Please use the guide below to identify type color and background combinations that are compliant. A contrast ratio score of 4.5:1 or higher is an acceptable requirement equating with an AA or AAA compliance rating.

TEXT SAMPLE	PRIMARY PANTONE COLOR	PAIRED PANTONE COLOR	CONTRAST RATIO SCORE	PASS/ FAIL	COMPLIANCE RATING	TEXT SAMPLE	PRIMARY PANTONE COLOR	PAIRED PANTONE COLOR	CONTRAST RATIO SCORE	PASS/ FAIL	COMPLIANCE RATING
SAMPLE	654	W	13.76:1	PASS	AAA	SAMPLE	368	В	8.99:1	PASS	AAA
SAMPLE	654	2707	9.39:1	PASS	AAA	SAMPLE	368	512	4.03:1	PASS	Α
SAMPLE	654	324	8.67:1	PASS	AAA	SAMPLE	368	431	2.38:1	FAIL	FAIL
SAMPLE	654	382	8.4:1	PASS	AAA	SAMPLE	368	W	2.33:1	FAIL	FAIL
SAMPLE	654	503	7.88:1	PASS	AAA	SAMPLE	368	3282	1.89:1	FAIL	FAIL
SAMPLE	654	338	7.64:1	PASS	AAA	SAMPLE	368	370	1.66:1	FAIL	FAIL
SAMPLE	654	2915	6.08:1	PASS	AA	SAMPLE	368	2707	1.59:1	FAIL	FAIL
SAMPLE	654	158	4.71:1	PASS	AA		368	5145	1.5:1	FAIL	FAIL
SAMPLE	654	5145	3.91:1	PASS	Α	SAMPLE	368	382	1.42:1	FAIL	FAIL
SAMPLE	654	370	3.53:1	PASS	Α	SAMPLE	368	503	1.33:1	FAIL	FAIL
SAMPLE	654	3282	3.11:1	PASS	Α	SAMPLE	368	324	1.29:1	FAIL	FAIL
SAMPLE	654	431	2.47:1	FAIL	FAIL		368	338	1.29:1	FAIL	FAIL
SAMPLE	654	В	1.52:1	FAIL	FAIL		368	158	1.25:1	FAIL	FAIL
SAMPLE	654	512	1.46:1	FAIL	FAIL		368	2915	1.03:1	FAIL	FAIL

A = Minimal requirement

AA = Acceptable requirement

AAA = Gold standard

To check additional color pairings and their contrast ratios, please visit: <u>https://www.siegemedia.com/contrast-ratio.</u>

PRIMARY TYPOGRAPHY

Sabon is the font used in the logo, and Univers is the font used in the tagline.

Sabon Family

Sabon Roman ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ

Sabon Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Family

Univers[®] Std 45 Light ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 45 Light Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 55 Roman ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 55 Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers® Std 65 Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 65 Bold Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 75 Black ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers® Std 75 Black Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 85 Extra Black ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 85 Extra Black Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Condensed Family

Univers[®] Std 47 Light Condensed ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 47 Light Condensed Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 57 Condensed ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 57 Condensed Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers® Std 67 Bold Condensed ABCDEFGHIJKLMNOPQRSTUVWXYZ

Univers[®] Std 67 Bold Condensed Oblique ABCDEFGHIJKLMNOPQRSTUVWXYZ

ALTERNATIVE FONTS

If Sabon or Univers is not available, please use the following secondary fonts.

Times New Roman Family

Times New Roman Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ

Times New Roman Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Times New Roman Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ

Times New Roman Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Arial Family

Arial Roman ABCDEFGHIJKLMNOPQRSTUVWXYZ

Arial Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

Arial Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ

Arial Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ

STANDALONE LOGO & TOKEN LOGO USE

When ordering token merchandise to represent the college, it is always preferred that official ACM logos and wordmarks be used. However, instances can occur where a token manufacturer has size requirements that are smaller than our minimums for a logo or wordmark. In this case, a type-based solution is recommended. Potential solutions when working with a manufacturer:

- Ask the vendor to use the College's primary fonts (Sabon or Univers) for type-based solutions.
- If the primary fonts are not an option, then request use of one of the secondary fonts (Times-News Roman or Arial) since they are widely available.
- Always request a digital proof or manufactured mock-up with either logos or type-based solution before final production begins.

NOTE: The ACM Desktop Publishing staff is available to assist you with designing your token artwork to meet the requirements of ACM's brand guidelines.



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LOGO EMBROIDERY

In the event that the embroider cannot match ACM's primary color palette, please select a thread color that closely matches the primary colors. To prevent legibility issues, keep to the minimum sizes specified below and on page 12 in this guide. Please also refer to page 13 for requirements on when to utilize the "small" version of the logo.



ACM centered logo 2.1375" wide



ACM horizontal logo 2.75" wide





ACM stacked logo 1.1375" wide

ACM acronym logo 1.75″ wide

> NOTE: Examples shown above use the 1 color solid logo. However, the 2 color solid logo (see page 8) can be used for embroidery purposes. Please work with your manufacturer to ensure the highest quality result and contact the Desktop Publishing Office for assistance in creating a logo design that meets the requirements of ACM's brand guidelines.



STUDENT FINANCIAL AID

ACM full embroidery logo with sub-brand in PMS 368 2.75" wide The sub-brand logo shown here has been altered for embroider purposes only.



ACM full embroidery logo with sub-brand in white 2.75" wide

TROJAN LOGO

The Allegany College of Maryland mascot is the Trojan. It is visually represented by a series of closely related logos; the sum of these marks comprises the Trojan mascot brand identity. The colors are the same as those of the College's main logo and <u>may</u> not be altered.



TROJAN WORDMARK (Vertical)



TROJAN WORDMARK (Horizontal)







1 Color - PMS 368 (Horizontal) ALLEGANY TR JANS

TROJAN WORDMARK (Acronym)



TROJAN WORDMARK (Dark Backgrounds & Reversed)

When using the Trojan logo or wordmark on dark backgrounds or as a reverse image, use the "outlined" version. The Trojan logo and lettering have been outlined with white to ensure strong contrast to the background.



Full Color

Reversed



TROJAN SHIELD LOGO





RGB



NOTE: The Trojan Shield logo should always be in full color using the codes as shown on this page.

TROJAN LOGO & WORDMARK MINIMUM SIZE

At certain small sizes, the logo becomes illegible. To prevent legibility issues, keep to the minimum sizes specified here on this page and do not use any of the logo versions at a smaller size than specified.



Trojan logo 1.5″ wide (108 px)



Trojan acronym logo 1.5" wide (108 px)



Vertical logo 7.2" tall (518 px)

ALLEGANY

1.25" wide (90 px)



Trojan small logo 1" wide (72 px)



Trojan small logo 1" wide (72 px)

If you need to use the Trojan logo smaller than 1.25"W, please use the "small" version. The "small" version uses a slightly different eye than the regular version.

Trojan shield logo 4.75" wide (342 px)



5.3" wide (382 px)

TROJAN LOGO & WORDMARK 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.











TROJAN LOGO & WORDMARK INCORRECT USAGE

The Trojan logo should never be altered in any way. These guidelines apply to all versions of the logo (Vertical, Horizontal, Acronym, and Shield). Some examples of incorrect usage are shown below and continue on the next page.

Do not adjust the spacing of the logo

Do not adjust the colors of the logo



Do not recreate logo or use a different font for college name or tagline

Do not distort, stretch or squish





the logo



Do not use drop shadows on the logo



- Do not use the logo mark as bullets or other graphic marker
 - Bulleted copy goes here, aldsfhgalk lkadhg osgeh o



Bulleted copy goes here, aldsfhgalk lkadhg osgeh o

TROJAN LOGO & WORDMARK INCORRECT USAGE





Do not remove elements from the logo

Do not create a mask from the logo to hold imagery



Do not use the logo on a **busy** photographic background



Do not use the logo on a background with insufficient contrast



Do not change or reduce the colors of the Trojan Shield (always full color)



SCREEN PRINTING

When using the Trojan logo in screen printing, it is best practice to use a 1 color transparency logo. The color and version of the transparency will be determined by the color of the apparel fabric. Some examples of transparency versions are shown below.



NOTE: Fabric colors are not limited to examples provided on this page. Please contact the Desktop Publishing Office for assistance in determining the appropriate transparency file for your screen printing project.