OUR BRAND = OUR DISTINCTION

The Stillman College brand is not something that marketers or communicators made. It’s something the college itself made — the students, faculty, staff, alumni, and community — over the course of its entire history.

Our brand is the education we provide, the research we conduct, the discoveries we make, the environment we inhabit, and the community to which we belong. It’s the thousands of alumni whose legacy we continue, and the thousands of lives this amazing place has transformed. It’s our mission. It’s how we treat each other. It’s how we interact with our community, and the world. As communicators, we don’t create the Stillman brand — we share it. We articulate it. When we’re at our best, the communications we produce convey the Stillman brand accurately, honestly, and authentically to our various audiences.

The words we use, the way we visually tell our story to the world, our logos and approved typefaces — all these elements combine to help communicate our brand. Each is an integral part of our identity — our voice and our signature are an extension of the physical college. So it’s vitally important that we use them carefully and treat them with respect.

Working together, we can create bold, engaging communications, build strong bonds with our audiences, and protect our vision and voice well into the future. The guidelines you’ll find in this guide and across our site are designed to help you create strong, consistent materials that collectively tell the Stillman College story in a way that’s original, memorable, and most importantly, true to who we are. Used consistently, they will help maintain graphic and message continuity, protect our marks and logos, and help us communicate clearly across a wide range of media.
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As Stillman College competes for students, funding and donations, the strength of our marketing communications is increasingly important. One of the basic components of a strong, institutional marketing-communications effort is a unified graphic identity.

The Stillman College word mark carries dual responsibilities: It must stand as the sum of the institution’s many parts — the authentic, recognizable essence of this College— while simultaneously symbolizing our potential. For the many people who already know and love Stillman, the word mark must ring true. For audiences now in cultivation and to be approached in the future, the mark must dispel myths, spark interest and remain in each viewer’s awareness, uniquely and accurately.

These principles have shaped the creation of this visual identity guide. By complying with its specifications, you help project a clear, unifying image for the College as a whole. The visual identity program also highlights each School or Division of the College, without sacrificing the unit’s individuality.

The guidelines in this manual enable us to implement the visual identity in a range of applications, thus enhancing all of our College communications. Please support the program by applying these guidelines consistently.
Having a strong College-wide identity adds to each unit’s value while reinforcing the overall value of Stillman College as a whole.

Through our visual identity program, all portions of our community can convey a clear, concise identity. When our communications present a unified visual appearance, they establish an immediate connection between the message and the College.

The visual identity program offers many design solutions that allow for flexibility and versatility within each college, school, division, department or program.
1.1 PRIMARY WORD MARK

The stacked version of the word mark is considered the primary logo of the institution. These versions cannot be modified in any way, including adding additional wording underneath.

Options with the college's founding year and Stillman's “Hail, O Hail” slogan are also approved for use.

Please see page 11 for spacing limitations.
1.2 OFFICIAL NAMEPLATE

The official nameplate comes in three versions, each of which has been created using type kerned to specific proportional measurements. To ensure that all of our uses of these marks will be consistent in quality, do not attempt to recreate them, to use photocopies or scans from this guide, or to manipulate or change the marks in any way.

The horizontal nameplate is a flexible yet solid tool that works well in many publication applications and is an excellent choice for merchandise and equipment.

This nameplate must accompany the Stillman “S” logo when used on materials that are designed for or provided to an external audience such as prospective students or the general public.
THE STILLMAN BELL PRIMARY LOGO

The Stillman Bell logo is a primary mark of the College and includes the Stillman Bell along with Stillman College word mark below.

There are multiple options of the Stillman Bell logo that can be used based on sizing or space limitations.

The Office of Brand Identity can supply you with the needed formats and colors for your specific needs.
1.3A
THE STILLMAN BELL
LOGO - OPTION 2
This option features the Stillman Bell with the Stillman College wordmark directly above the college’s founding year, flanking the bell to the left and right. An option with Stillman’s “Hail, O Hail” slogan is also approved for use.

The Office of Brand Identity can supply you with the needed formats and colors for your specific needs.
1.3B
THE STILLMAN BELL
LOGO - OPTION 3
This option features the Stillman Bell with the Stillman College wordmark to the right. Options with the college's founding year and Stillman's "Hail, O Hail" slogan are also approved for use.

The Office of Brand Identity can supply you with the needed formats and colors for your specific needs.
THE STILLMAN BELL LOGO - OPTION 4

This option features the Stillman Bell centered between the Stillman College wordmark. Options with the college’s founding year and Stillman’s “Hail, O Hail” slogan are also approved for use.

The Office of Brand Identity can supply you with the needed formats and colors for your specific needs.
1.4 APPLICATION GUIDELINES: AREA OF ISOLATION AND MINIMUM SIZE

Stillman College’s official logo is a wordmark that features the words “Stillman College” in a specific font.

The space around the word mark or logo must be at least one-half the height of the tallest letter.

Shown here are examples of how the wordmark system should be used in relation to other objects on the page. This is to prevent competing elements that might take away from the strong brand associated with these systems, as shown.
1.5 INCORRECT USES
Examples of what NOT to do when using our wordmark system: Do NOT manipulate the wordmark or logos in any way. You should not try to type it in a different font, space it out, place a drop shadow behind it, stretch it, put it on a distracting background, use a low-resolution version or web version on print (pixelated), put anything around it, make any of the words or letters larger or smaller than the rest of the word mark, tilt it or use it with another symbol incorporated.
1.6 DIVISION AND DEPARTMENTAL IDENTIFIERS

The Stillman wordmark system allows for individual recognition of all colleges and departments without sacrificing the brand established in the primary system.

You have a choice of using the “Official Stillman WordMark” with Identifier or the Stillman Bell logo with Identifier on all communications pieces (print, video, web, etc.).

If the Stillman Bell logo with Identifier is used externally, it must be accompanied by the Stillman College nameplate somewhere on the page.

SPONSORSHIPS: All logos for sponsorships must include Stillman College. You can use the official logo that includes the wordmark, or if you use the Stillman Bell logo, it must include the nameplate. Contact The Office of Brand Identity for an identifier that includes the nameplate so you can send one file to the organization. All sponsorships with a logo must be submitted for approval to The Office of Brand Identity.
1.7 THE STILLMAN ONLINE LOGO
The Stillman Online logo is a primary mark of the College’s online learning degree program and includes the Stillman Bell along with Stillman College Online word mark below.

There are multiple options of the Stillman Online Bell logo that can be used based on sizing or space limitations.

The Office of Brand Identity can supply you with the needed formats and colors for your specific needs.
1.8 PRESIDENTIAL SEAL
The presidential seal is used by the Office of the President and for use on official Stillman College documents.

PMS 281 Blue & Vegas Gold
PMS 281 Blue
Vegas Gold
Silver
Black
White

The use of the seal is limited to special documents only and requires approval from the Office of the President and the Office of Brand Identity.
1.9 MASCOTS
This is the preferred tiger graphic that is open to usage by all departments. For tiger graphics not formally approved, ensure the tiger’s full body is shown.

The “Claw S” is also an approved graphic for campus wide use.
1.10 ADDITIONAL MARKS

These marks are approved and are open to usage by all departments. Usage of any of these marks must be accompanied by the Official Stillman Nameplate placed underneath as shown in the examples.
Our colors, fonts and structure should all be unique to our brand — and should be consistent across all channels.

When our students, alumni and friends see a consistent presence from our brand, it reinforces our unique position in their minds. By knowing what they can expect from our brand, they will begin to assign a higher value and trust in Stillman. A consistent, unified brand identity has many benefits.
2.1 INTRODUCTION TO TYPOGRAPHY

Typography is important in communication. Stillman College strives to maintain a standard in how we manage and maintain our brand image through type.

Shown here are examples of the two types of fonts: serif and sans serif, as well as examples of equal point size to visualize how type in different styles and shapes can work together.

Equal **Point Size**

40 point Minion Pro with 40 point Avenir Heavy

Equal **Visual Size**

40 point Minion Pro with 35 point Avenir Heavy
2.2 PRIMARY TYPEFACES: MINION PRO

Minion Pro is one of two officially approved typefaces that allow flexibility through a multitude of typestyles.

Minion is inspired by late Renaissance-era type and intended for body text and extended reading.

Minion Pro offers Open Type formats allowing for use on Macs as well as PCs and Web Font formats for optimum display on digital media.
2.3 PRIMARY TYPEFACES: AVENIR

Avenir is one of two officially approved typefaces that allow flexibility through a multitude of typestyles.

The word avenir is French for “future.” As the name suggests, the family takes inspiration from the geometric style of sans-serif typeface developed in the 1920s that took the circle as a basis.

Avenir offers Open Type formats allowing for use on Macs as well as PCs, and Web Font formats for optimum display on digital media.
2.4 COLORS

Official colors for Stillman College are the following:

Navy Blue - PMS 281
Vegas Gold - PMS 8-13 C
White

The following accent colors may be used, but they must never dominate Stilman’s official colors.

Pantone 2718
Pantone Cool Gray 5
Pantone Cool Gray 1
Stationery, banners, certificates, exhibits, letters, products, publications and signage convey information; just as importantly, they help create our institutional image. By unifying all of our communications under an immediately recognizable system, we communicate more effectively, both internally and externally.

Please follow the guidelines as you develop communications and materials for your unit; by doing so, you will officially identify your unit as part of the College and increase brand identity with your audience.
3.1 OFFICIAL NAMEPLATE LETTERHEAD

There are two options of stationery to choose from: the official wordmark version shown here, and the Stillman Bell logo logo version found on page 24.

All suppliers/vendors must make sure all graphic design, copywriting, photography and web services comply with Stillman’s visual standards.
3.2 OFFICIAL NAMEPLATE LETTERHEAD TYPING GUIDE

Standards are set to exact dimensions when using our letterhead system.

For questions, contact The Office of Brand Identity. Address at bottom should extend no farther than 0.7” on each side and can go on a second line above the shown address no more than 1” from the bottom.
3.3 SECONDARY OPTION — STILLMAN BELL LOGO WITH IDENTIFIER LETTERHEAD

The Stillman S letterhead option must display the Stillman College nameplate on the same page.

All suppliers must make sure all graphic design, copywriting, photography and web services comply with Stillman’s visual standards.
3.4 SECONDARY OPTION — STILLMAN BELL LOGO WITH IDENTIFIER LETTERHEAD TYPING GUIDE

Standards are set to exact dimensions when using our letterhead system.

For questions, contact The Office of Brand Identity.
Address at bottom should extend no farther than 0.7” on each side and can go on a second line above the shown address no more than 0.8” from the bottom.
3.5 SECONDARY SHEETS
Standards are set to exact dimensions when using our letterhead system.

For questions, contact
The Office of Brand Identity.

Content margins are as follows:
1” at top
0.7” on each side
0.5” at bottom
3.6 OFFICIAL NAMEPLATE ENVELOPE

Shown here are examples of our current visual standards and how they can be adapted to everyday use on envelopes.

Again, dimensions and size of the logo and type are set to make all departments appear in a cohesive brand that positions the College as a strong entity.
3.7 STILLMAN BELL LOGO WITH IDENTIFIER ENVELOPE

Shown here are examples of our current visual standards and how they can be adapted to everyday use on envelopes.

Again, dimensions and size of the logo and type are set to make all departments appear in a cohesive brand that positions the College as a strong entity.
3.8 BUSINESS CARDS

Shown here are examples of our current visual standards and how they can be adapted to everyday use on business cards.

Again, dimensions and size of the logo and type are set to make all departments appear in a cohesive brand that positions the College as a strong entity.

Any request to put information on the back of business cards will need to be approved by The Office of Brand Identity.

No other logos may be put on the front of business cards.
3.9 **STUDENT BUSINESS CARDS**

Shown here is an example of how our current visual standards are adapted for undergraduate student business cards. It is branded with the College standards, but has a vertical orientation and a section for the student to include their major and minor.

No other logos may be put on the front of business cards. Any request to put information on the back of business cards will need to be approved by The Office of Brand Identity. Space is limited to only one title for the student (ex. SGA President). Should the student want to display multiple titles, they would need to order additional business cards.
3.10
PRESIDENTIAL
LETTERHEAD, ENVELOPE
AND BUSINESS CARD

The presidential letterhead is to be used only by the President's Office.

The letterhead will have a watermarked presidential seal, and the business cards will have a gold presidential seal on the back.

3601 Stillman Blvd. Tuscaloosa, AL 35401 | 205.366.8811 ext. 9811 | stillman.edu

Mr. First Name Last Name
010101 Tuscaloosa Dr.
Anytown, USA 01011-1111

Dr. Cynthia Warrick,
PhD RPh
President
Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401

Office: 205.348.2011
Email: cwarrick@stillman.edu
Website: www.stillman.edu

Sincerely,
First Name Last Name
3.11 STATIONERY: PRESS RELEASES

Example of our visual standards being adapted for everyday use.

ABOUT STILLMAN COLLEGE

Stillman College was authorized by the General Assembly of the Presbyterian Church in 1875. It is a member institution of the United Negro College Fund (UNCF). A coeducational college of liberal arts and sciences and accredited by the Southern Association of Colleges and Schools Commission on Colleges, Stillman College has a proud tradition of fostering academic excellence in preparing students for leadership and service.

FOR MORE INFORMATION CONTACT:

Nicholas Jackson
Tel: 813.989.4291
Email: njackson@stillman.edu

FOR IMMEDIATE RELEASE

TUSCALOOSA, AL – Stillman College will host the Tuscaloosa County High School football team on Thursday, May 20, 2021 for "Make the Most," a college and career-readiness event intended to expose student-athletes to areas of personal and professional development as they prepare to enter, be competitive in, and shape a global workforce. Each student athlete will engage in conversations and explore opportunities available to them as well as receive a suit or blazer from clothing retailer Jos. A. Bank through a partnership with the Alpha Tau Chapter of Omega Psi Phi Fraternity, Inc. and the Stillman College Career Office.

"Our mission is to ensure that our student-athletes are "Champions for Life" after graduating high school," says Coach Adrian Wingo, Head Football Coach at Tuscaloosa County High School. "Many of the decisions we make in life depend on what we have been exposed to. Events like this are eye-openers for our students, giving them tools and skills that will help them be successful beyond Tuscaloosa County High."

While at Stillman, the athletes will tour the campus as well as engage in several crucial conversations, including dressing for success, social media etiquette, job interview skills, communicating with college football recruiters, military career opportunities, and more. As the event’s conclusions, each athlete will be measured for their suit and partition prior to selecting a suit or blazer from the Stillman College Career Office.

"This event is significant, because while many regard sports as the end-all-be-all, we believe our students have the intellectual capacity, creativity, and innovation to impact their communities on multiple levels," says Dr. Tyrone Gordon, Vice President of Student Affairs at Stillman. "I hope that we see young men who feel empowered and affirmed, confident and ready. Furthermore, these young men will know and understand that Stillman College is continuing its mission to prepare students for a different world.”

In the midst of a global pandemic, many students have experienced increased leadership, as in-person interactions and exposure opportunities have been limited at best. Institutions like Stillman have partnered with individuals and organizations alike to create environments and opportunities that are safe and healthy for students to learn and explore. "This is an opportunity for us to engage the community in a different way," says Roland Lewis, Stillman alumni and member of the Alpha Tau chapter of Omega Psi Phi Fraternity, Inc. "Serving the community has always been Stillman's underlying mission. This is another way for Stillman to give back to the community.”

STILLMAN COLLEGE
3641 Stillman Blvd. Tuscaloosa, AL 35401 - 205-246-6150
STILLMAN.EDU

Electronic version also available.
3.12
STATIONERY: INTEROFFICE
(MEMORANDUM)
Example of our visual standards
being adapted for everyday use.

MEMO

To: Office of Financial Aid
From: Division of Student Affairs
Date: January 1, 2021

Electronic versions are available.
3.13
STATIONERY:  
FAX TRANSMITTAL

Example of our visual standards being adapted for everyday use.

Date

To

Company/Department

Fax Number

From

Phone

Number of pages (including this page)

Special Instructions/Notes

If you did not receive all pages or copies are not legible, please notify us at the below number.

STILLMAN COLLEGE

STILLMAN COLLEGE
Division of Student Affairs
New Student Orientation

Date

To

Company/Department

Fax Number

From

Phone

Number of pages (including this page)

Special Instructions/Notes

If you did not receive all pages or copies are not legible, please notify us at the below number.

Stillman College | 3401 Stillman Blvd. Tuscaloosa, AL 35401 | 305.586.8011
STILLMAN.EDU
3.14 NOTECARDS
Listed here are samples of the approved notecard designs. Templates can be downloaded from the Resources tab on the Strategic Communications webpage located at: ----.stillman.edu.
3.15
PRESIDENT’S OFFICE
NOTECARDS
Listed here are samples of the approved notecard designs for The Office Of The President’s use only. Templates can be downloaded from the Resources tab on the Strategic Communications webpage located at: ----.stillman.edu.
3.16 EMAIL SIGNATURES

We have created standardized email signatures for use by all Stillman faculty and staff.

We understand that not all email client applications and operating systems support graphics and styles in email messages, so we also offer an unstyled, text-only alternative for those who wish to use a simpler format.

Do not include philosophical statements or inspirational quotes; this is to avoid the potential confusion that such statements represent the college's slogan, ideology or brand promise. Do not embed additional images into your signature that are not part of the College approved signatures.
3.17 POWERPOINT TEMPLATES
Shown here are samples of the approved designs for powerpoint templates. Custom designs are allowed but will require approval from The Office Of Brand Identity. Templates can be downloaded from the Office of Brand Identity’s Google Drive.
3.18
PRESIDENT’S OFFICE
POWERPOINT TEMPLATES
Shown here are samples of the approved powerpoint templates designs The Office Of The President’s use only.
3.19 SHIRTS AND PROMOTIONAL ITEMS
All promotional items purchased with College funds must be clearly marked as “Stillman College,” either by the official wordmark, Stillman S, typeset as text on the item, or with an official URL when space does not allow for logo usage.

Departments are permitted to use the Stillman Bell department identifier alone if space does not allow for the full wordmark and department name to be used. The stacked version identifier is approved only for T-shirts and smaller promotional items with a vertical or square orientation.

Departments are encouraged to utilize a shirt color within the school color palette of midnight blue, vegas gold, white, gray or black, unless in specific cases where the color needs to be outside of that palette. This color palette should be used for all staff shirts as well as shirts that are for recruiting and orientation purposes. Alternative colors will be considered on a case-by-case basis. Please contact Natorio Howard, Director of Brand Identity, with further requests or questions.

Please contact The Office of Brand Identity to request the specific color and format of the logo needed for your item.

When submitting requests for approval of promotional items through The Office of Brand Identity, please be sure to include the vendor quote as well as the vendor proof (a virtual proof is acceptable).
3.20 PROMOTIONAL ITEMS

All promotional items purchased with College funds must be clearly marked as Stillman College, either by the official wordmark, Logo, typeset as text on the item, or with an official URL when space does not allow for logo usage. Departments are permitted to use the Stillman department identifier alone if space does not allow for the full wordmark and department name to be used. The stacked version identifier is approved only for T-shirts and smaller promotional items with a vertical or square orientation.

Departments are encouraged to utilize a shirt color within the school color palette of blue, white, gray or gold, unless in specific cases where the color needs to be outside of that palette. This color palette should be used for all staff shirts as well as shirts that are for recruiting and orientation purposes. Alternative colors will be considered on a case-by-case basis. Please contact Natorio Howard, Director of Brand Identity, with further requests or questions. Please contact the Office of Brand Identity to request the specific color and format of the logo needed for your item. When submitting requests for approval of promotional items, please be sure to include the vendor quote as well as the vendor proof (a virtual proof is acceptable).
3.20
PROMOTIONAL ITEMS
All promotional items purchased with College funds must be clearly marked as Stillman College, either by the official wordmark, Logo, typeset as text on the item, or with an official URL when space does not allow for logo usage. Departments are permitted to use the Stillman department identifier alone if space does not allow for the full wordmark and department name to be used.
3.20 EXHIBIT ITEMS: TABLE CLOTHS

All promotional items purchased with College funds must be clearly marked as Stillman College, either by the official wordmark, Logo, typeset as text on the item, or with an official URL when space does not allow for logo usage. Departments are permitted to use the Stillman department identifier alone if space does not allow for the full wordmark and department name to be used.

There are four options for table cloths open for use by any entity on campus: two general institutional options, and two division/office options. Both options are available to be ordered in navy blue or White.
3.20 EXHIBIT ITEMS: PRESIDENTIAL SEAL
TABLE CLOTHS
All promotional items purchased with College funds must be clearly marked as Stillman College, either by the official wordmark, Logo, typeset as text on the item, or with an official URL when space does not allow for logo usage. Departments are permitted to use the Stillman department identifier alone if space does not allow for the full wordmark and department name to be used.

The use of the Stillman Presidential Seal is to only be used by the Office of the President for “official” institutional Stillman exhibits and/or presentations.
3.21 VEHICLE BRANDING
All vehicles, including golf carts, are to appear uniformed to help ensure brand integrity. Departmental vehicles must display departmental identifier.
3.21 CAMPUS SIGNAGE
Campus signage should be uniform, ledgeble and on brand.
Stillman College fields nine varsity team sports and is a member of the Southern States Athletic Conference (SSAC), which is part of the National Association of Intercollegiate Athletics (NAIA).

In this document, Stillman College introduces a new primary mark and Stillman Tiger to our updated branding of the Tiger “S.” In addition, the guide outlines new color and font standards. By following the guidelines, the athletic department and its partners can apply the visual elements properly to achieve a powerfully consistent effect.

It is imperative to always use these guidelines when designing any materials for Stillman College athletics. They will not constrain creativity, but will ensure the full and beneficial impact of the athletics visual identity.
4.1 ATHLETICS: TYPOGRAPHY

Predator 0316-Slab and Predator 0316-Sans Bold are the primary fonts for Stillman Athletics. It is the only font that can accompany the Tigers S or the Stillman Tiger. There is no lowercase version. Do not attempt to “create” a lowercase version.
4.2 COLORS

The primary color of Stillman College Athletics are the following:

Navy Blue - PMS 281
Vegas Gold - PMS 8-13 C
White

The following accent colors may be used, but they must never dominate Stilman’s official colors.

Pantone 2118
Pantone Cool Gray 5
Pantone Cool Gray 1
4.3 ATHLETIC SIGNATURES

Athletic Signature with Tiger Head
4.4 PRIMARY AND SECONDARY LOGOS

The Tiger S
The Tiger S is the primary visual mark for Stillman College Athletics and should be used most often.

The Stillman Tiger with Wordmark
The Stillman Tiger with Wordmark is the secondary visual mark and should be used to support the primary mark.

The Stillman Tiger with Wordmark is the only approved for Athletic use.
4.5
ATHLETIC TIGER
MASCOTS
4.6
PRIMARY ATHLETIC WORDMARK WITH SIGNATURE ABOVE
4.7 PRIMARY ATHLETIC WORDMARK WITH SIGNATURE ABOVE
SPORT SPECIFIC
4.8 ATHLETIC SEAL
4.9 INTERLOCKING “SC”
4.10 ATHLETIC STATIONERY
The athletic letterhead, envelope and business card are to be used only by the athletics department.

The letterhead features the Stillman Tigers Athletics wordmark and watermarked athletic mascot head.

The envelope will feature the Athletic Seal and “Stillman College Athletics” typeset above the college’s address.

The business cards will feature the athletic mascot head and wordmark on the front and the interlocking “SC” on the back.
OUR BRAND IS MUCH MORE THAN A LOGO. IT’S OUR IMAGE

We’ve created this brand identity for Stillman College to stand apart. This identity takes on many forms — in publications, on billboards, in newsletters, in person — but each item sets us apart from others. In order to keep our brand true to our purpose we must be sure:

WE ARE ONE BRAND.
We have one face and speak with one voice. This ensures that all printed and online communications are polished and professional.

WE ARE CONSISTENT.
By consistently putting forth a unified image, we are bringing value, prominence and awareness to our college.

and remember ...

YOU ARE THE KEEPER OF OUR BRAND.
With this guide, you’ll discover how to use our visual identity correctly, while always capturing the can-do spirit of our institution.

WHEN IN DOUBT, CONTACT US
Don’t improvise. We’re here to help you. For any questions or concerns, consult The Office of Brand Identity (205) 860-7845 ext. 8810 or email brandidentity@stillman.edu or The Office of Communications & Public Relations (205) 860-7845 ext. 3421 or email communications@stillman.edu.
• Editing copy is the responsibility of each department or unit. The branding approval process does not include copy editing.

• All marketing materials, including flyers, posters, videos, PowerPoint presentations, screen images, forms, online documents, brochures, banners, t-shirts etc., must follow the College’s branding guidelines.

• Every item that promotes or markets a unit or department within any Stillman College programs must use an official college logo or wordmark.

• Only one college logo should be used per slide.

• The home page web address should always be listed to promote the unit.

• Phone numbers use all hyphens, so users may click and call from their smart phones.

• The time should be formatted using the AP style guide (no zeros following whole hours, a.m./p.m. lowercase with periods and a space between the number and the a.m./p.m.).

• If you are using an image, you must have permission to use from the owner, owned by the department, downloaded from the college archive or purchased from an image bank.

• Please note: Every item, including re-orders, must get approval prior to use.
In order to promote the Stillman College brand in the best light possible, The Office of Brand Identity has implemented the Creative Approval Process. All marketing and promotional items, publications and communications materials for divisions, departments or units within Stillman College, whether being produced for internal or external use, must be submitted to The Office of Brand Identity for approval before being used. This includes, but is not limited to, any digital, print, social media or email graphics, textiles, logos or signage.

Please submit creative for approval to creative@stillman.edu. Please allow four (4) business days from submission for your creative to be approved. NOTE: Editing copy is the responsibility of each department or unit. The branding approval process does not include copy editing.

Promoting consistency for the College brand has a dual purpose: It unifies the Stillman family, setting us all on a shared path of helping the College achieve excellence, and ensures people everywhere associate the Stillman College name with integrity, strength and distinction.

If you have any questions please contact The Office of Brand Identity at brandidentity@stillman.edu.
Stillman College is an Equal Opportunity Institution.
It is committed to the education of a non-racially identifiable student body.