## HARVARD WESTLAKE S C H O O L <br> DESIGN SYSTEM GUIDELINES

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## PURPOSE OF BRAND GUIDELINES

Please refer to these visual guidelines whenever using Harvard-Westlake branding of any sort. These guidelines are intended to be flexible, expandable, and adaptable. Amendments to this document are managed by the Communications Office.

## MASTER BRAND LOGO MATRIX FORMAL | INSTITUTION

FORMAL


INFORMAL

## CREST



CUSTOM

WORD MARK

## HARVARD WESTLAKE <br> HARVARD WESTLAKE

## LOCKUP: LOGO + CREST

 HORIZONTAL
Hin WESTLAKE




MASTER BRAND LOGO MATRIX
INFORMAL / ATHLETICS
PRIMARY
reversed


WOLVERINE PAW
TEXT ONLY
PAW + TEXT


HARVARD-WESTLAKE

HARVARD-WESTLAKE
別ARMRD-WEGTLARE

WOLVERINE FACE
SINGLE COLOR
REVERSED
FACE + TYPE



BASKETBALL


TEAM SUB BRANDS: UNIVERSAL


CREST + teAm name

HARVARD-WESTLAKE
 8


BASK

TEAM SUB BRANDS: CUSTOM
REVERSED


BASKETBALL
CIRCLE + TEAM NAME


CIRCLE + TEAM NAME REVERSED

|  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |

## MASTER BRAND LOGO MATRIX PRODUCTS <br> ACADEmic

CREST


LOCKUP: TEXT ONLY
HARVARD-WESTLAKE
HARVARD-WESTLAKE

## HARVARD-WESTLAKE



ATHLETIC


WOLVERINE PAW


PAW REVERSED


## HARVARD WESTLAKE <br> HARVARD WESTLAKE



WOLVERINE FACE
PRIMARY: MULTICOLOR SINGLECOLOR



## FORMAL LOGO

This logo is for formal use only, for example, prefect robes, diplomas, plaques, and other formal installations.
It can be used on screen or in print to support ceremonial events, such as convocation and graduation. When using, ensure all text is legible.


## Logo CMYK

BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C

## BOX CREST

To be used in instances when only the crest is necessary, appropriate, or desired, and copy is not.


## Logo CMYK

BLACK: CMYK (0 00100 )
RED: CMYK (12 10091 3) Build of PMS 186 C GOLD: CMYK (5 2570 0) Build of PMS 124 C

## WORD MARK

To be used in instances when using the crest is not necessary, appropriate, or desired.

## HARVARD WESTLAKE S C H O O L

## Vertical Logo CMYK

BLACK: CMYk (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C

## HARVARD WESTLAKE S

## Reversed

USE ON DARK CONTRASTING BACKGROUND
WHITE : Reversed (KO)
RED: CMYK (12 10091 3) Build of PMS 186 C

## HARVARD WESTLAKE S

## Reversed

USE ON RED BACKGROUND
WHITE : Reversed (KO)
RED: CMYK (12 10091 3) Build of PMS 186 C

## BOX CREST + WORD MARK LOCK UP - HORIZONTAL

This logo is for more general use, examples include printed collateral and brochures. Use this primary horizontal logo whenever possible. If unsure, choose the logo that best fits the space and allows all text to be legible.


Horizontal Logo CMYK
BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C


## Reversed

USE ON DARK CONTRASTING BACKGROUND
BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C


## HARVARD WESTLAKE S <br> H <br> 

## Reversed

USE ON RED BACKGROUND
BLACK: CMYK (O O O 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C

## BOX CREST + WORD MARK LOCK UP - VERTICAL

Whenever possible, use one of the primary horizontal logos. The primary vertical logo is appropriate if the logo must be scaled under 3.5 " wide or if the other logos cannot be utilized in a legible way.


HARVARD WESTLAKE S C H O O L

## Vertical Logo CMYK

BLACK: CMYK (0 O O 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C


HARVARD WESTLAKE S C H O O


HARVARD WESTLAKE S C H O O L

## Reversed

USE ON RED BACKGROUND
BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 25700 ) Build of PMS 124 C

## WORD MARK (NO SCHOOL) - VERTICAL

To be used in instances when using the crest is not necessary, appropriate, or desired.

## HARVARD WESTLAKE

## Reversed

USE ON DARK CONTRASTING BACKGROUND
WHITE : Reversed (KO)
RED: CMYK (12 10091 3) Build of PMS 186 C

## HARVARD WESTLAKE

## Vertical Logo CMYK

BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C

## HARVARD WESTLAKE

## Reversed

USE ON RED BACKGROUND
WHITE : Reversed (KO)
RED: CMYK (12 10091 3) Build of PMS 186 C

## BOX CREST + WORD MARK (NO SCHOOL) LOCK UP HORIZONTAL

This logo is for more general use, examples include printed collateral and brochures. Use this primary horizontal logo whenever possible. If unsure, choose the logo that best fits the space and allows all text to be legible.


## Horizontal Logo CMYK

BLACK: CMYK (0 O O 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C


## Reversed

USE ON DARK CONTRASTING BACKGROUND
BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C
GOLD: CMYK (5 2570 0) Build of PMS 124 C


Reversed
USE ON RED BACKGROUND
BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C GOLD: CMYK (5 2570 0) Build of PMS 124 C

## TEXT ONLY - WEB

Whenever possible, use the vertical stacked version of this logo. Only consider using the horizontal version if this is not appropriate.

## HARVARD-WESTLAKE S C H O O L

## Horizontal Logo CMYK

BLACK: CMYK (0 00 100)
RED: CMYK (12 10091 3) Build of PMS 186 C

## HARVARD-WESTLAKE S C H O O L

## Reversed

USE ON DARK CONTRASTING BACKGROUND
WHITE: Reversed (KO)

## HARVARD-WESTLAKE

## Reversed

USE ON PHOTO
WHITE: Reversed (KO)

## SIZING

To ensure type legibility and visual impact of all Master Brand Formal logos, proper care should be taken when sizing.


## CLEARANCE

To ensure visual impact and clarity, all Formal logos must be properly staged on all materials. They should be free of intrusion by any other graphic element and a safe distance from the edge of any printed page.

All logos should be surrounded on all sides by a minimum amount of clear space in multiples of " $X$ " shown below, as measured in terms of " $X$ " being the height of the word "Harvard" or the width of half the crest (in the non-copy version).


## INCORRECT USE

To maintain the integrity of all Formal logos as recognizable graphics, the elements of these logos must never be interchanged, treated in outline, laterally inverted, rotated, distorted, or overprinted on a confusing background.

The Formal logos are never to be combined with any other logo, graphic element, or type. Select background colors that do not detract from or obscure the logo shape. As an example, see incorrect use of "Logo + Crest Lock Up - Primary Vertical" below.


Do not change the color of any part of the logo


Do not place on a
complex background


Do not outline


Do not laterally invert


Do not distort or alter the appearance in any way


Do not embed logo in other
logos or text


## WHITE OR BLACK BACKGROUND

The Monogram logo is for informal use only, to be used in instances where the audience has a prior understanding of and familiarity with the brand. Examples include HW clubs, alumni and affinity groups, and athletic teams.

Use this primary monogram logo whenever possible. Always choose the logo that best fits the space, allows for clear separation between the logo and surrounding elements, and allows all text to be legible.


WHITE HW ON WHITE BACKGROUND
Monogram Logo CMYK
Outline: BLACK CMYK (0 O O 100)
"H" Fill: WHITE CMYK ( 0000 O)
"W" Fill: RED CMYK (12 100913 ) Build of PMS 186 C


BLACK HW ON WHITE BACKGROUND
Can use the black HW on a white background in certain uses, but need to use the one with the black border Monogram Logo CMYK
Outline: BLACK CMYK (O O O 100)
"H" Fill: BLACK CMYK ( 00000 )
"W" Fill: RED CMYK (12 10091 3) Build of PMS 186 C


## BLACK HW ON BLACK BACKGROUND

Monogram Logo CMYK
Outline: WHITE CMYK ( 0000 )
"H" Fill: BLACK CMYK (100000)
"W" Fill: RED CMYK (12 100913 ) Build of PMS 186 C

MONOGRAM
COLOR BACKGROUND
Choose this alternate version of the logo only if the primary logo is not appropriate or desired.


## USE THIS VERSION ON RED BACKGROUND

Outline: WHITE CMYK ( 0000 )
"H" Fill: BLACK CMYK (0 00 100)
"W" Fill: CMYK (12 100913 ) Build of PMS 186 C

## MONOGRAM WITH TEAM NAME



BASKETBALL


## BASKETBALL

Reversed
USE ON RED OR BLACK CONTRASTING BACKGROUND

## SCHOOL NAME ATHLETIC FONT WHITE OR BLACK BACKGROUND

This logotype is an option for spelling out the school name on Athletic related items. Always choose the logo that best fits the space, allows for clear separation between the logo and surrounding elements, and allows all text to be legible.

## HARVARD-WESTLAKE

Mas

BLACK ON WHITE BACKGROUND
Outline Logo CMYK
Outline: BLACK CMYK (OO 0 100)
Fill: WHITE CMYK ( 0000 )

## HARVARD-WESTLAKE

## T施

WHITE ON BLACK BACKGROUND

## Outline Logo CMYK

Outline: WHITE CMYK (O 000 )
Fill: BLACK CMYK (100 100100 100)

## BOX CREST WITH TEAM NAME



HARVARD-WESTLAKE GOLF


HARVARD-WESTLAKE BASKETBALL

## WOLVERINE PAW + SCRIPT WOLVERINES

## Wolverines

## Nolverines



## WOLVERINE FACE



## TEAM CIRCLE

Color Variations


SAMPLES OF GENERIC
team logo, that can be CUSTOMIZED PER ATHLETIC team with team name and uniqueicon.

ANY CHANGES OR
CUSTOMIZED MODIFICATIONS to these generic samples Should only be doneby
communications team.

THE LOGO IS SOLID, WITH
THE INNER CIRCLE WHITE OR BLACK.

## TEAM CIRCLE REVERSED ON BLACK

Color Variations

BLACK INSIDE CIRCLE

WHITE INSIDE CIRCLE

BLACK/RED OUTSIDE CIRCLE


SAMPLES OF GENERIC
TEAM LOGO, THAT CAN BE
CUSTOMIZED PER ATHLETIC TEAM WITH TEAM NAME AND UNIQUEICON.

ANY CHANGES OR
CUSTOMIZED MODIFICATIONS TO THESE GENERIC SAMPLES SHOULD ONLY BE DONE BY
communications team.
THE LOGO IS SOLID, WITH
THE INNER CIRCLE WHITE OR BLACK.

## MONOGRAM SIZING

To ensure type legibility and visual impact of all Monogram logos, proper care should be taken when sizing. Logos should not be sized smaller than the minimum shown below. Logos minimums might be larger due to fabrication (for example silkscreen, stitching) constraints.


## MONOGRAM CLEARANCE

To ensure visual impact and clarity, all logos must be properly staged on all materials. They should be free of intrusion by any other graphic element and a safe distance from the edge of any printed page.

All logos should be surrounded on all sides by a minimum amount of clear space " $2 X$ " shown below, as measured in terms of " $X$ " being the height of the serif of the "H."


## MONOGRAM

INCORRECT USE

To maintain the integrity of all Monogram logos as recognizable graphics, the elements of these logos must never be interchanged, treated in outline, laterally inverted, rotated, distorted, or overprinted on a confusing background.

The Monogram logos are never to be combined with any other logo, graphic element, or type. Select background colors that do not detract from or obscure the logo shape.


Do not change the color of any part of the logo


Do not place on a
complex background


Do not outline in any other color


Do not add any stylistic additions


Do not use any other font


Do not position anyway other than horizontally


Do not distort or alter the appearance in any way


Do not embed logo in other logos or text


## DEPARTMENT / PROGRAM LOGOS UNIVERSAL

This universal design uses the crest or HW monogram and department/organization name in lieu of a personalized mark.


HARVARD-WESTLAKE ALUMNI


ALUMNI


DEBATE

## DEPARTMENT / PROGRAM LOGOS PERSONALIZED



## RULES

1. Primary school brands/programs MUST use red/black with school crest.
2. For custom colors, Harvard can be color + Westlake gray, OR Harvard can be dark-gray/black and Westlake black-light gray
3. Sub brand words must be same color as icon and "Harvard."
4. Icon must fit in box "container."
5. Harvard-Westlake cannot change size. Ratio of Harvard/Westlake to icon is fixed.

## DEPARTMENT | PROGRAM LOGOS PERSONALIZED (REVERSED)




## TYPOGRAPHY GUIDELINES FONT FAMILIES

```
In the Formal / Institution logo, "Harvard-Westlake" is set in ITC Korinna. It is recommended that this font NOT to used in any instance outside the logo to protect the credibility and exclusivity of the branding.
"School" is set in Source Sans. Additional styles within the Source Sans family of fonts may be used to complement the logo. Source Sans should be used in any controlled instance, for example, official printed documents, letters, and PDFs,
If Source Sans is not available or the materials cannot be controlled, for example, email, Microsoft Word, PowerPoint etc., Arial should be used as the default font. Arial should only be considered for "everyday correspondence".
```

Source Sans Font Family

## Source Sans Black

## Source Sans Bold

Source Sans SemiBold
Source Sans Regular
Source Sans Light

## Suggested Headline: Source Sans Black ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijkImnopqrstuvwxyz

Suggested Subhead: Source Sans Semibold ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

Suggested Body: Source Sans Light
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

Arial Font Family

## Arial Bold

Arial Regular

## Suggested Headline: Arial Bold ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijkImnopqrstuvwxyz

Suggested Body: Arial Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

## COLOR PALETTE GUIDELINES PRIMARY

These are the color palette guidelines for the brand in its entirety.


BLACK CMYK: 000100


PANTONE 186 C CMYK: 12100913


PANTONE 124 C CMYK: 7361000

## COLOR PALETTE GUIDELINES SECONDARY

These are the color palette guidelines for the brand in its entirety.


PANTONE 646 C CMYK: 6739131


70\% BLACK CMYK: 00070


PANTONE 452 C CMYK: 2524400


PANTONE 144 C CMYK: 2551000


PANTONE 383 C
CMYK: 38201001


## BRAND IN ACTION BACKGROUNDS

Examples of using parts of the crest as backgrounds for future collateral.


## BRAND IN ACTION CORPORATE IDENTITY

Below is an example of the Logo + Crest lock-up in various forms being used in official communications.
Paper Stock Requirement: Bright White Uncoated Smooth Finish, comparable to Mohawk Superfine.
Business Cards: 130-160 lb Cover Weight, Letterhead $\mathbf{8 0}$ LB Text.


Dear Sir,
Oremporum dendit quo et ese sit et es recto bearcia estibus volorerum nosandelitet ut essit idebitat am quat aspis reritae stiusap ercilli ciuntor ehent, il ipis erit que quia nullandus as non porrum cupta cor modit dollabo repellabo. Andendi piendias cuptatet quae omnis magnatibus siminus ipist et lam quam venimo magnimi nveleceprepe eum aut dolorio nserferum eum non ra es min plicimil inctati onsequi stiata sum quaes qui res ma pos quae quiatum inihit autempo repelit atempernat.

Os in eosandebit digendu sanduci menduntis sitatibusam et ea volorepudi repel mint quia doluptio te molum et as nos asperib usdaessitium venimusae vitate num eosant etur repero endae consenihit re porro officatumet eum, adit eicatatis et ent laccupt iatecati quid et pre dolupta aut voluptiumet vollupis eum ipsam volorit endant od quatet, quoditaquam hilla il modis quiberum reratem postior eperrum dolest doluptatur repratum que poratiatem aut rectios de volutet quo comnis am excerup itiasi odi nustem volecernat.

Ra con reprem nus estrum voles ex enis eaquibus et peres ilitat voluptur? Officate non et ea aut volo corro berepudigni core cuptaspero quatur autatias maximet laut et fugit optur reniet ommolor apis sus, ea diciis as autatqu unditet reseque nihillam exceaquis del et quas parum audis sequatu reprecum quuntur sum venda sam, vernatur, et, aut molorepudae rem ilit, sedi resequam eostem simus adisitetur, tendusam sequatecta nem a id et dunde modiam, quam necupta doluptaque naturio offictur maximpo ratist apitia nullita sitatum, lupta quo te omnim fuga. Sed unt, volupidem vendem facea nonsequ idebit velitatem iducieniende quostiunt arum voluptatatur aut magnissi odiorerum qui bero od et milique nos rae plique mint eos rem fuga. Sequi od ma aperis que et earunto eost, cus re nos diaepel lorumet eum eture maionsed ullaceprerum aliquos dis nonsequas qui ut quassus, quam quas quaerferciae sitatquAlit, ea quis est quod minvent odi comniandis dent, ipienis re mod exceaqui dolupta spiciet ad ut ea que volo estis alis asimincte alit

Sincerely,
Michelle Hung
Office of Admissions
community | EXCELLENCE | integrity | purpose

## Primary School

Correspondence
will be single sided

## Special Correspondence

(such as donor letters) will be double
sided with light crest printed on back
(example on right)


Harvard-Westlake strives to be
a diverse and inclusive community united by
the joyful pursuit of educational excellence,
living and learning with integrity,
and purpose beyond ourselves.


HARVARD
HARVARD
WESTLAKE

## ARI ENGELBERG Head of Communications

 \& Strategic Initiatives700 North Faring Road Los Angeles, California 90077
Tel: 310.247.7281
Mobile: 310.288 .3336
Email: aengelberg@hw.com

POSSUNT QUIA POSSE VIDENTUR

## BRAND IN ACTION NOTECARD

Special Correspondence


## BRAND IN ACTION EMAIL SIGNATURE

When creating your email signature, use the below example as a guide. The formatting (caps, bold, spacing, etc.) is intended to be taken literally. Please use Arial font size 10 for all text.

## OPTION 1: SHORT

Text color: 80\% Gray


## ARI ENGELBERG

Head of Communications
\& Strategic Initiatives

D: 818.404.7737
M: 818.404.5648
aengelberg@hw.com

OPTION 2: LONG
Text color: 80\% gray
Social media icons + address

## HARVARD <br> WESTLAKE

## ARI ENGELBERG

Head of Communications
\& Strategic Initiatives

D: 818.404.7737
M: 818.404.5648
aengelberg@hw.com
700 North Faring Road
Los Angeles, California 90077
다(ㅜ)

## BRAND IN ACTION SUMMER PROGRAM

Below is an example of a Department logo being used in print.


OUR CLASSES ARE ORGANIZED BY CONCENTRATION, GRADE AND LOCATION:

Coldwater Prep: Academics Film: Learning How to Tell a Story

Grade tevel $7-12$
Locaton: Upper school Campus
Worth Faring Exploration:
Aocatemics and Arts
Grade Levet 5-7
Debate: debate.LA Speech
Debate: debate.LA Spe
and Debate tustitute
and D Debate t tustitu
Grade tevet 5.12
ocation: Upper School Gampus
from ideas to implementation
Grade Level $7-12$
Location: Upper Schoot Campus
Wolverine Sports Grade tevel: 3-12

School Campus, ofticampus


## BRAND IN ACTION SUMMER PROGRAM



## BRAND IN ACTION SUMMER PROGRAM



## BRAND IN ACTION INVITATIONS



PLEASE RSVP FOR EITHER EVENT BY FRIDAY, FEBRUARY 17, 2017 TO ANNE PYLE AT APYLE@HW.COM OR 310.288.3253


## BRAND IN ACTION

## MERCHANDISE

Below are examples of the Monogram logo being used on merchandise.


## BRAND IN ACTION BANNERS

Below is an example of the Monogram logo being used in print, in both primary and primary alternate forms.


## BRAND IN ACTION

 WEBSITELogo application on home page and secondary pages


