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Title: BRAND, GRAPHIC CHART

Olient: EULAC MUSEUMS
Date: September 2016

Author: MIGUEL SANTOS | IMAGEM & COMUNICAÇÃO

WELCOME BRAND GRAPHIC CHART EULAC

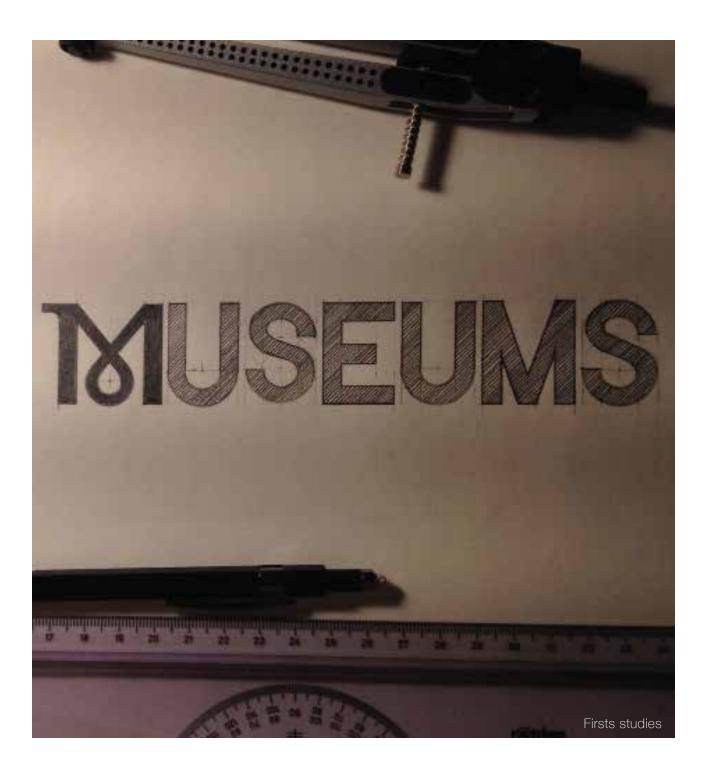
THIS GUIDE IS A WORK INSTRUMENT THAT DEFINE THE USES OF EULAC MUSEUMS BRAND, SEEKING TO CLARIFY ITS PROPER USE.

THIS IMAGE HAS BEEN DESIGNED AS A WHOLE, SO ITS COMPONENTS, AS SHAPE, COLOR OR TYPOGRAPHY, ARE PART OF A VISUAL CONSISTENCY.

TO ENSURE THAT CONSISTENCY, THE STANDARDS IN THIS MANUAL MUST ALWAYS BE RESPECTED.







BRAND

The EULAC Museums logo serves as the emblem of the instituition's reliability, and heritage.

It is critical that the is displayed in a consistent manner to present our EU-LAC-MUSEUMS Consortium in a professional way.

Pairing the EULAC Museums logo with our description and country description strengthens our brand.

SIGNATURES

In this chapter are presented the possibilities of use for the most varied contexts. Its application varies depending on the support or platform, paper or IT.

MAIN SIGNATURES

Signature A - Horizontal

The signature is ideal for Web and Mobile environments, with proper guidance for its application in places headers and applications.



Signature B - Vertical

The most versatile of signatures. Perfect for stamp paper holders, without exceeding its minimum dimensions, can also be applied to IT.



COMPLEMENTARY SIGNATURES

Signature C - Description

In contexts where relevant include the description of the entity. Do not use as Main Signature on Litera-



EULAC Museums and Community:
Concepts, Experiences and Sustainability in
Europe, Latin America and the Caribbean

Signature D - Country Description

In contexts where relevant include the description of the organization and the member country. Avoid to use as Main Signature on Literature and Advertising.



Symbol

Isolated symbol is perfect for purely decorative situations or to be used in literature and advertising as the mark stamped.



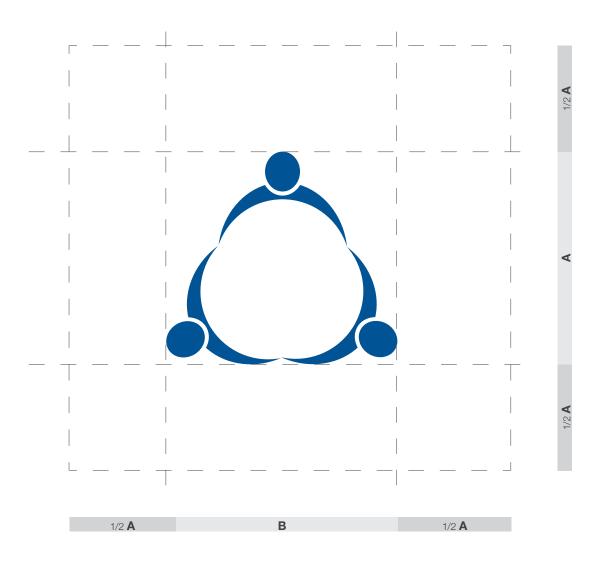
POSITIONING

The positioning of our logo on applications has been carefully considered to ensure consistency.

Please use our corporate templates and do not try to place the logo on documents by yourself.

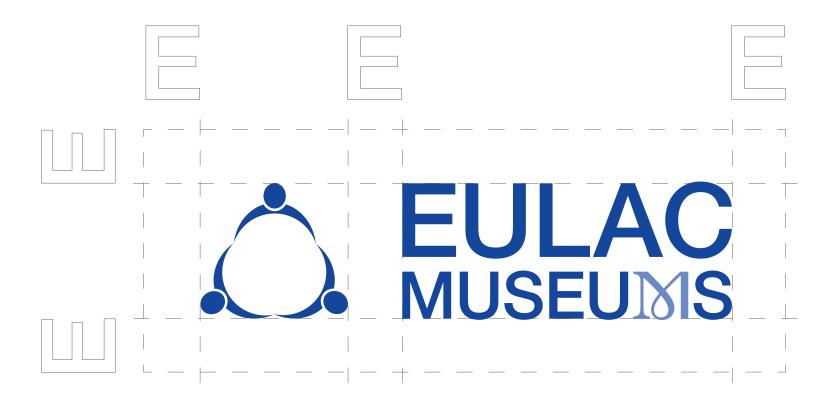
To ensure prominence and legibility, the logo is always surrounded by an area of clear space which remains free of other components, such as type orgraphic elements.

SYMBOL

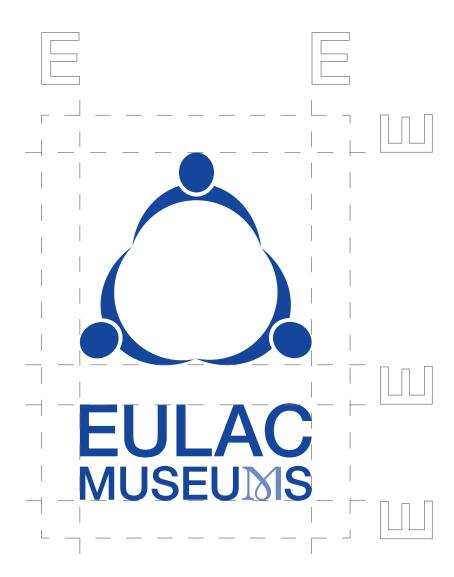




HORIZONTAL



VERTICAL



DESCRIPTION



COUNTRY DESCRIPTION



MINIMUM SIZE

We must always ensure that our logo is legible, therefore we have defined the minimum sizes shown opposite.

For specific applications, e.g. merchandising, you may need to apply a very small size.

Please note that the EULAC Museums logo can be reduced to a smaller size when it is paired with the designation or with the Country designation.

We recommend that you use our corporate templates and do not try to place and re-size the logo on documents by yourself.

Symbol





Signature A - Horizontal





Signature B - Vertical





Signature C - Description







EULAC Museums and Community:
Concepts, Experiences and Sustainability in
Europe, Latin America and the Caribbean

Signature D - Country Description







Oficial Blue Version





To be used whenever possible on EULAC Museums white backgrounds and any other light colours.

Reverse Version













To be used whenever possible on a black background or any other dark colours, to ensure legibility.

OFICIAL COLOR

Our logo can be used in oficial blue or white only. The only exception is the use of the embossing technique on printed materials and the warm grey version on corporate stationery.

The EULAC Museums logo files and its variations will be delivered in a variety of colours and file formats to be used in the office or by professional printers.

Ai, EPS and PDF file formats should be supplied to professional printers or sign-makers.

Please Note that no other colours are allowed for the EULAC Museums logo.



COLOR VARIATIONS

On solid colors

EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUMS	MUSEUMIS	MUSEUMS	MUSEUMS	MUSEUMIS
EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUMS	MUSEUMIS	MUSEUMS	MUSEUMS	MUSEUMS
EULAC	EULAC	EULAC		EULAC
MUSEUMS	MUSEUMS	MUSEUMIS		MUSEUMS
EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUNIS	MUSEUMIS	MUSEUMIS	MUSEUMS	MUSEUMS
EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUNIS	MUSEUMIS	MUSEUMS	MUSEUMS	MUSEUMS
EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUMS	MUSEUMIS	MUSEUMIS	MUSEUMS	MUSEUMS
100%		50%		0%
EULAC	EULAC	EULAC	EULAC	EULAC
MUSEUMS	MUSEUMIS	MUSEUMS	MUSEUMS	MUSEUMIS

COLOR VARIATIONS

On photos



USAGE

WHAT NOT TO DO

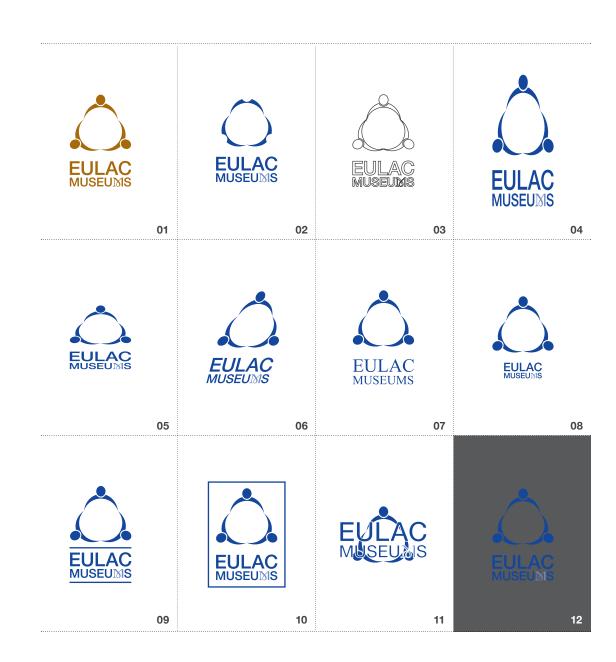
We encourage you to become familiar with the correct use of the EULAC Museums logo.

The integrity of the logo and the description must be respected at all times. Do not attempt to re-create our logo or our tagline, stretch, condense or otherwise alter or manipulate it.

Any modification of the logo confuses its meaning and diminishes its perception and impact.

The most commun wrong uses are the following:

- **01** Unofficial colors
- **02** Omission of elements
- **03** Outline use
- **04** Vertical shear
- **05** Horizontal shear
- **06** Diagonal shear
- **07** Unofficial typography
- **08** Disproportion of the elements
- **09** Introducing elements
- **10** Framing
- **11** Undefined creative solutions
- 12 Incorrect use of colored backgrounds



INSTITUTIONAL



COMERCIAL



CO BRANDING

On occasion, the EULAC Museums logo will need to sit alongside partner/customer logos on non-EULAC applications.

In these instances, the logo will have to abide by the guidelines of the partner/customer brand.

However there are some principles that can be followed to ensure consistency.

When using the EULAC Museums logo along with other company logos, we do not apply our designation or Country designation.

When our logo is appearing in conjunction with other company logos of equal relationship, the EULAC Museums logo should be at least the same size and displayed on an equally prominent basis. In addition, you should ensure that the black version of the logo is used for light-coloured backgrounds and the reverse one for dark-coloured backgrounds.

The logo files and its variations will be available in a variety of colours and file formats to be used in the office or with professional printers. Ai, EPS and PDF file formats should be supplied to professional printers or sign-makers.

Always request EULAC Museums an example of the application (screenshot, draft of the document, etc.)

MERCHANDISING

T-shirt

For merchandising, we only use our primary colours.

For marking, we only use our logo, applied one time.

Merchandising products have to be high quality. When selecting apparel, make sure the finish and details meet the highest requirements.

For marking on apparel, we recommend to use embroidery only. Embroidery must represent our logo accurately.

For t-shirts, the emblem has to be placed on the heart, with a size of 5 cm high, and on the oposite arm with a size of 2 cm high.



T-SHIRT | PRIMARY COLORS

EULAC MUSEUMIS

CAP | OFICIAL BLUE | LOGO INSERT

CAPS | PRIMARY COLORS

MERCHANDISING

Caps

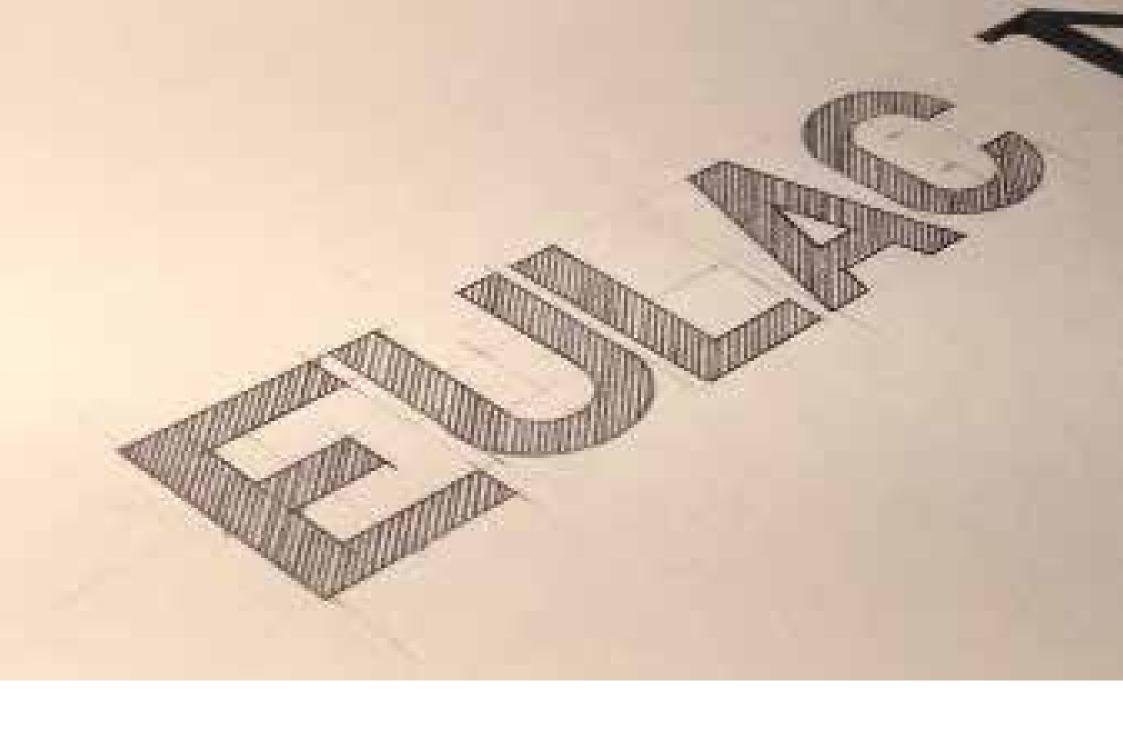
For merchandising, we only use our primary colours.

For marking, we only use our logo, applied one time.

Merchandising products have to be high quality. When selecting apparel, make sure the finish and details meet the highest requirements.

For marking on apparel, we recommend to use embroidery only. Embroidery must represent our logo accurately.

For caps, the logo has to be centerd, on the front, with a size of 6 cm high.





PRIMARY

The primary palette is made up of our core colours, which should be used on all printed and digital publications.

Users should be aware that colours can appear differently when applied to a variety of materials.

Care must be taken to quality control the many forms of print and colour output of the MSC colour palette.

The colour breakdowns shown here are for:

Pantone®: solid-colour printing
Please note that uncoated print should use
uncoated Pantone references that match our
colours and the reference number may be
different

CMYK: commercial 4-colour process printing

RGB: screen applications



OFICIAL BLUE WHITE

Pantone®: 2945 C

CMYK: C100 M84 Y0 K0 RGB: R22 G73 B154 WEB: # 154999

CMYK: C0 M0 Y0 K0 RGB: R255 G255 B255

WEB: # FFFFFF



WARM GREY

Pantone®: Warm Grey 8 C

CMYK: C17 M25 Y25 K49 RGB: R139 G129 B120 WEB: # 8B8178

BLACK

Pantone®: Black C

CMYK: C0 M0 Y0 K100 RGB: R34 G34 B33 WEB: # 222221









APPLICATION

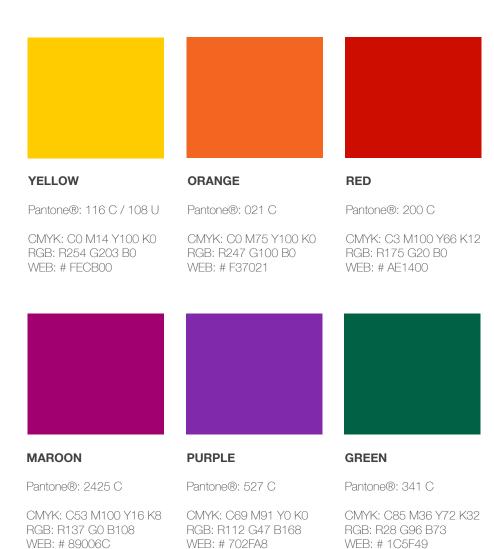
Regarding the document cover with an image, the visual can vary depending on the topic of the document.

The visual must be a photograph or an EULAC Museums Oficial Image and the heading banner vary depending on the concept or photo color.

SECONDARY

We have selected a secondary colour palette for when a range of colours are needed, for example on graphs and charts or to highlight subheadings.

EULAC Museums secondary colour palette has been created with significant contrast to be seen on



TYPE YOUR TITLE HERE [#TITLE COVER]







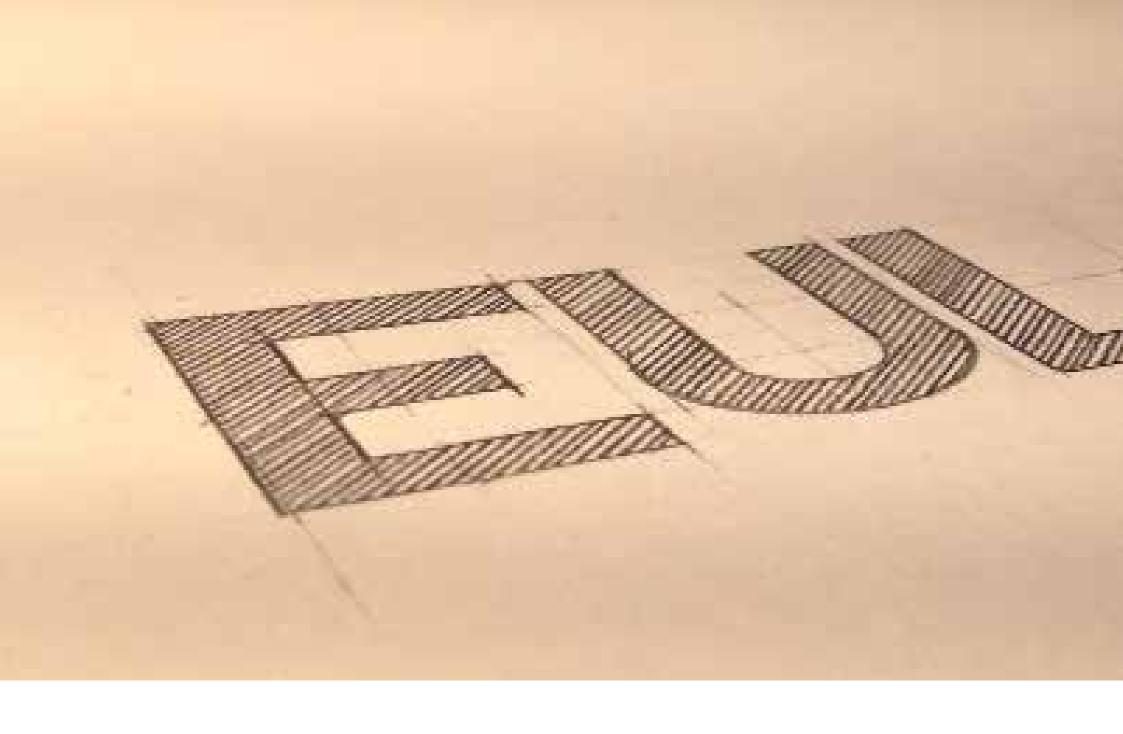


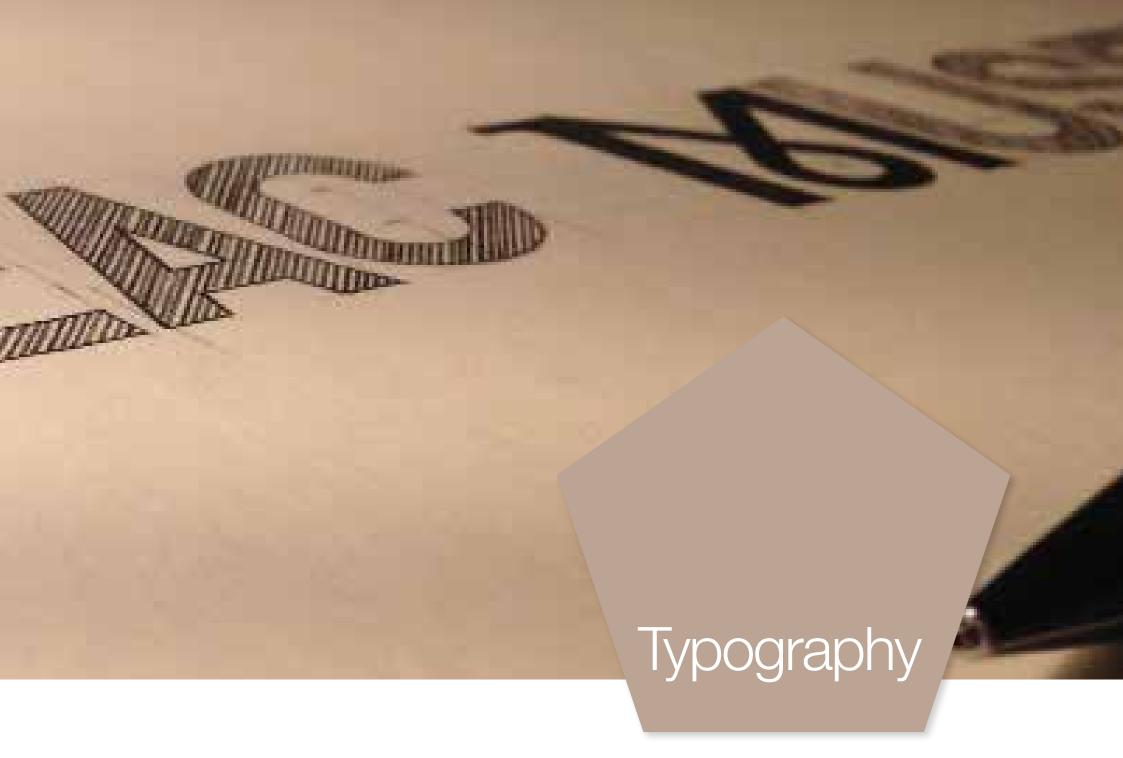


APPLICATION

Regarding the document cover with an image, the visual can vary depending on the topic of the document.

The visual must be a photograph or an EULAC Museums Oficial Image and the heading banner vary depending on the concept or photo color.





PROFESSIONALS

The EULAC Museums brand is represented by a range of typefaces.

We have selected a set of fonts for professionally produced communications, used by marketing teams, professional printers, creative agencies, web designers, video producers, etc.

FONT	WEIGHT	TEXT
HELVETICA	LIGHT	BODY TEXT
HELVETICA	BOLD	TITLES
HELVETICA	MEDIUM	SUB-TITLES
HELVETICA	CONDENSED	QUOTES

Light Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"

§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat. ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat.

Condensed Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat. ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"

§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat.

ARIAL

Regular

abc

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat. Narrow Italic



ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"

§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat.

Varrow

abc

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat.

Bold



ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"§\$%&/()=? @€

Mae egerferis hacchum nos audam alabit. Quam te, condem quem derem opor la vivid num tem oc ia que ia publici onensignat.

MEMBERS of the CONSORTIUM

The EULAC Museums brand is represented by a range of typefaces.

We have selected a set of fonts to be used by employees in MS Office documents.

FONT	WEIGHT	TEXT
ARIAL	REGULAR	BODY TEXT
ARIAL	BOLD	TITLES
ARIAL	NARROW	SUB-TITLES
ARIAL	NARROW ITALIC	QUOTES





STATIONARY

Stationery is a primary means of communication and it is essential that every application be a consistent reflection of our brand identity.

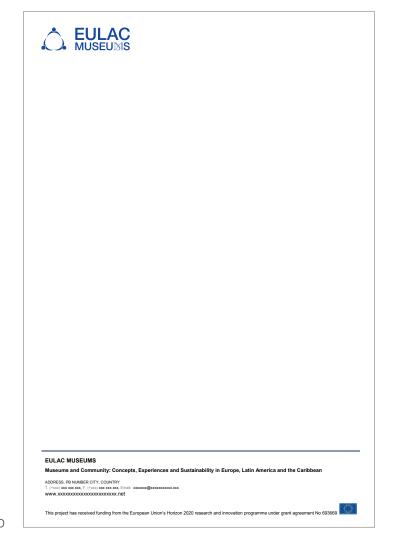
We have defined a set of templates to save you valuable time whilst ensuring your documents look professional and consistent with EULAC Museums look & feel.

Below are some examples of our brand guidelines applied to stationary materials.

On every documents it will figure the European Union Emblem and the following text:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 693669"

The supplied templates allow the use of each partner institutional logo. Please check Signatures.





BUSINESS CARD FRONT



COMPLIMENT SLIP FRONT



DL ENVELOPE

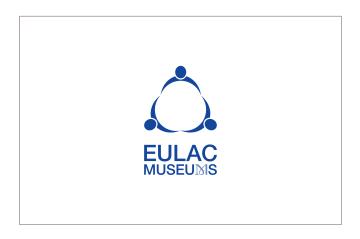
LETTERHEAD

Business Card

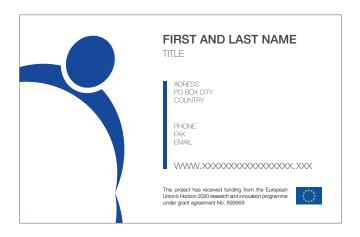
The EULAC Museums business card should look the same no matter where you are in the world.

It is important that the EULAC Museums logo, the same layout, sizing and colours are used in every country member.

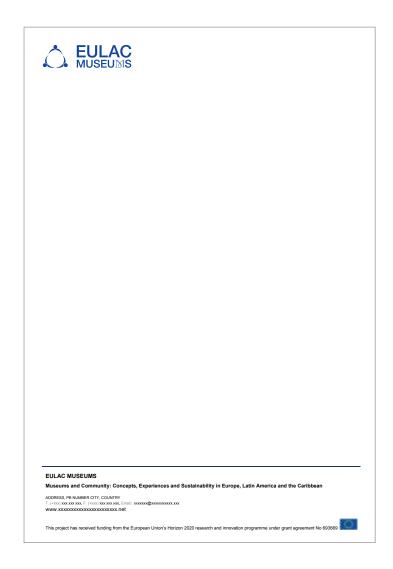
Do not try to recreate the template yourself, you must use the artwork file provided.



BUSINESS CARD FRONT | 85 mm X 55 mm



BUSINESS CARD BACK | 85 mm X 55 mm



LETTERHEAD FIRST PAGE | 210 mm x 297 mm (A4)

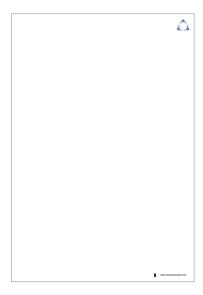
STATIONARY

Letterhead

The EULAC Museums letterhead is available as an artwork file for professional printers and as a word template to allow you to send digital copies in PDF format.

The footer information must be updated with the country name and contact details.

The EULAC Museums letterhead should be printed on quality paper.



LETTERHEAD CONTINUATION SHEET | 210 mm x 297 mm (A4)

Envelope

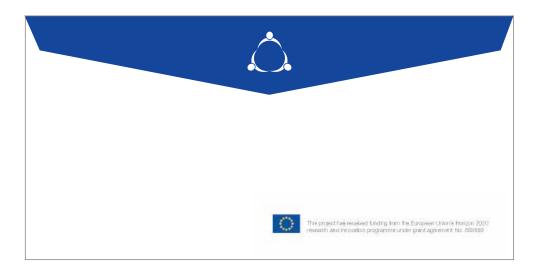
The EULAC Museums envelope should look the same no matter where you are in the world.

It is important that the EULAC Museums logo with country description, the same layout, sizing and colours are used in every country member.

Do not try to recreate the template yourself, you must use the artwork file provided.



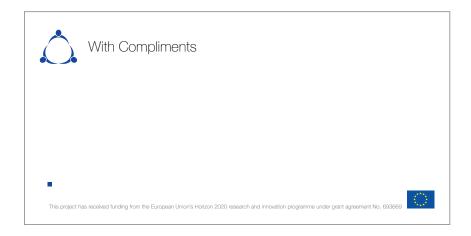
DL ENVELOPE FRONT | 220 mm X 110 mm



DL ENVELOPE BACK | 220 mm X 110 mm



COMPLIMENTS SLIP FRONT | 200 mm X 100 mm



COMPLIMENTS SLIP BACK | 200 mm X 100 mm

Compliments Slip

The EULAC Museums compliments slip is available as an artwork file for professional printers.

The footer information must be updated with the country entity name and contact details.

The EULAC Museums compliments slip should be printed on quality paper.

Digital Signature

The EULAC Museums digital signature should look the same no matter where you are in the world.

It is important that the EULAC Museums logo with country description, the same layout, sizing and colours are used in every country member.

Do not try to recreate the template yourself, you must use the artwork file provided.

First and Last Name

Title or Job



ADDRESS PB NUMBER CITY COUNTRY

T. (+xxx) xxx xxx xxx F. (+xxx) xxx xxx xxx

www.xxxxxxxxxxxxxxxxxxxxx

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 693669



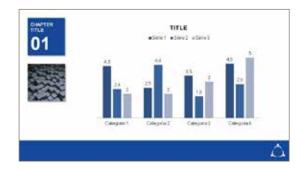
DIGITAL SIGNATURE













DIGITAL SPRESENTATION SLIDES

Digital Presentation

This is the official EULAC Museums PowerPoint digital presentations template available to use.

A range of slide styles have been created to allow flexibity in the creation of your presentations. A very usefull tool for speakers on conferences and workshops.

Do not create any new styles yourself, always use the options available.

It is important that the MSC logo and tagline are always displayed in the same place, consistently throughout the presentation. Do not modify the template.

The visual on the title slide can vary depending on the topic of the presentation. The visual must be a photograph or an EULAC Museums Oficial Image.

Always finish your presentation with the closing slide displaying the EULAC Museums logo with the description.

It is of the utmost importance that EULAC Museums brand is represented consistently around the world.

The Institutional literature that is sent to followers represents our brand and our quality.

It is essential that our communications are consistent.

On the right there are a few examples of our brand guidelines applied to literature and other communication materials.

On every documents it will figure the European Union Logo and the following text:

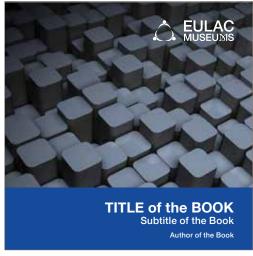
"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 693669"

The supplied templates allow the use of each partner institutional logo. Please check Signa-

EULAC MUSEUMS

LITERATURE

BOOKLET COVER



1st lin 2nd lin Subtitle Name of th Speaker's





TITLE of the BOOK

Subtitle of the Book





LANDSCAPE COVER

Logo position

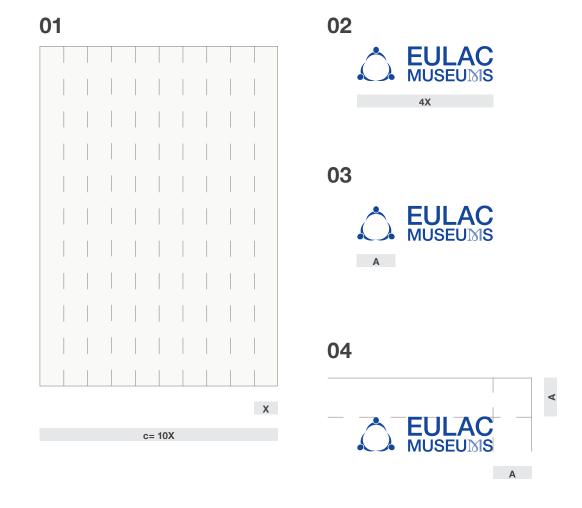
The EULAC Museums logo should be placed on the picture in the top right corner of the page. It could be black or reversed out, depending on the background picture.

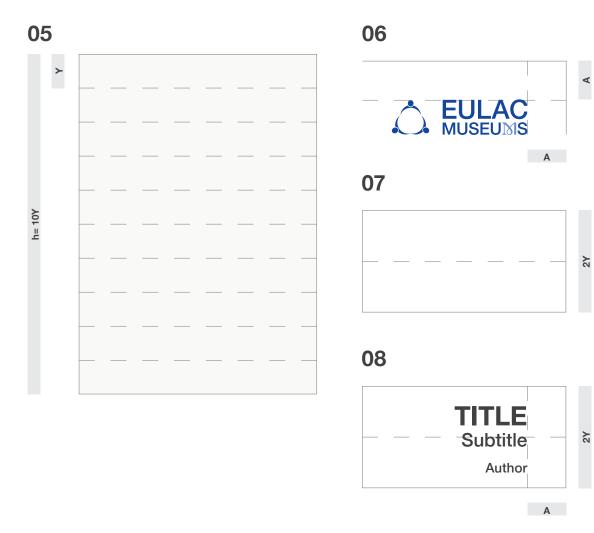
DEFINING LOGO SIZE AND POSITION IN 4 STEPS

The dimension of the logo with tagline is determined by calculations based on a variable we call "X".

The size of X changes, depending on the format.

- **01** X is determined by dividing the width of the format by 10.
- **02** The size of the logo with tagline is determined multiplying X by 4.
- **03** The width of the EULAC Museums logo, named A, defines the size of the margins of the page.
- **04** The logo is positioned in the top right corner of the page and is aligned with the margins of the page





Heading position

The heading is placed in a band at the bottom of the page.

DEFINING THE COPY POSITION IN 4 STEPS

Once the size of the logo and the layout margins are defined, we are able to place the headline. The dimension of the heading band is determined by calculations based on a variable we call "Y". The size of Y changes, depending on the format.

- **05** Y is determined by dividing the height of the format by 10.
- **06** The width of the EULAC Museums logo (A) defines the size of the four margins of the cover.
- **07** The height of the heading band containing the headline (and the subheading) is determined multiplying Y by 2. In very vertical formats (E.g. 10x21 cm) the heading band can vary from 2 to 3 Y.
- **08** The headline and subheading are placed in the heading band, right-aligned and centered vertically.

Portrait cover

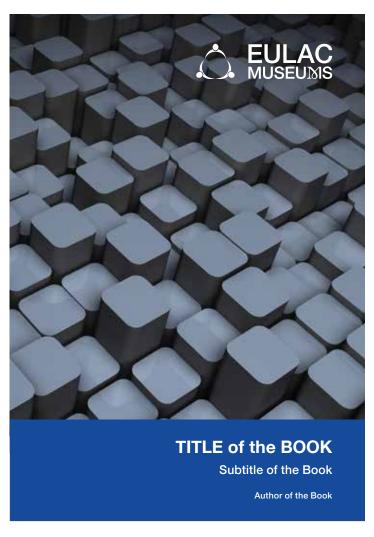
On a book cover, the main protagonist is the visual. The logo is positioned on the top right corner of the picture. It is important to make it always visible, so the choice of the visual is crucial.

On brochure covers, the band containing the heading its allways on official blue.

For the back cover, there are two options:

Option 1: the image on the front cover continues on the back. This is possible when the image has a landscape format.

Option 2: no picture on it. Website address is on the back cover. It's placed at the bottom of the page, absolute centered.



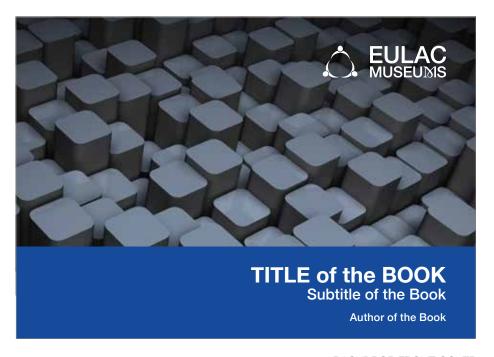
PORTRAIT FRONT COVER



PORTRAIT BACK COVER 1



PORTRAIT BACK COVER 2



BACKDROP FRONT COVER



BACKDROP BACK COVER 1



BACKDROP BACK COVER 2

LITERATURE

Landscape cover

With the same logic than the Portrait cover, Landscape covers are used at events to position and promote the institution; or in special edition books.

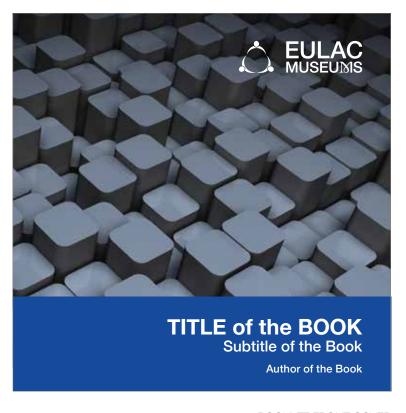
The main protagonist is the Eulac Museums Brand plus an adequate photo choice.

Booklet cover

It follows the same principles of the Portrait and the Landscape cover, only stands out because of its square shape.

The most common dimensions for this shape are:

15 cm x 15 cm; 20 cm x 20 cm.



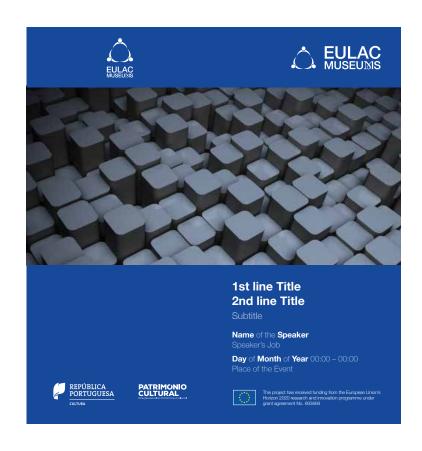




BOOKLET BACK COVER 1



BOOKLET BACK COVER 2



PULL-UP BANNER FRONT AND BACK COVER

LITERATURE

Pull-up banner

On pull-up banners, the EULAC Museums logo is always positioned in the top right corner to ensure the best visibility.

It follows the same principles of the other literature layouts, with the exception for the oficial blue area.

Because of it size, depending on the title and subtitle length, sometimes we must have a second line to the title, subtitle or both. In this cases the proportions layout presented are not suitable and we must adapt to the right content.

EULAC Museums Advertising needs to support our activity and help strengthening our reputation.

We can achieve this by using consistent messaging and look & feel across the world, whilst ensuring we adapt to the local language and culture.

Indeed, applying the same approach when promoting our information in different countries increases the visibility and the impact of the ad.

On the right there are a few examples of our advertising style applied to institutional ads in different sizes and formats.

On every documents it will figure the European Union Emblem and the following text:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 693669"

The supplied templates allow the use of each partner institutional logo. Please check Signatures.

EULAC MUSEUMS

ADVERTISING



MUPI



PORTRAIT POSTER



PLACE THE TITLE HERE
PLACE THE TITLE HERE
Place the subtitle fiore

Name of the Speaker
Speaker's Title
Day of Month 00:00 - 00:00
Event's Place

Libral for ground door all arnet, consecteur adjoucing sitt, Warma wel supen lacefe, venenate situated afficiency for metals of volunt frace. Dute blooderm welpower to the superior and sense and anomalous programme under great agreement No. 600869

Appear

App

PANEL

LANDSCAPE POSTER

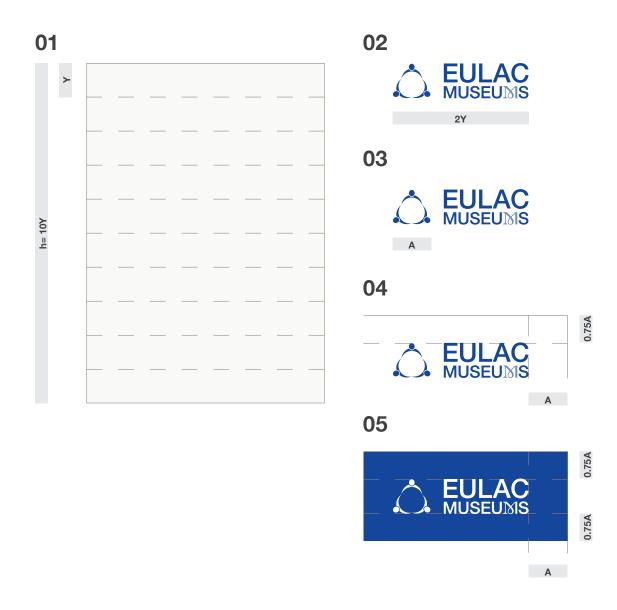
Logo position

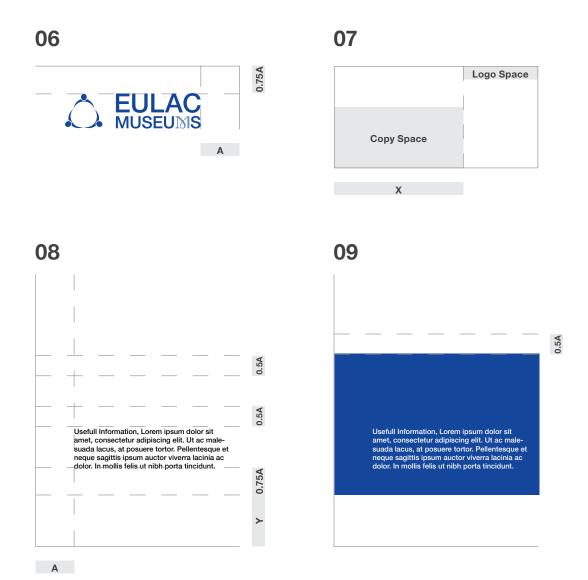
The EULAC Museums logo should always be placed in a band, in oficial blue, at the top of the page, on the righthand side.

DEFINING LOGO SIZE AND POSITION IN 5 STEPS

The dimension of the logo with tagline is determined by calculations based on a variable we call "Y". The size of Y changes, depending on the format.

- **01** X is determined by dividing the height of the format by 10.
- **02** The size of the logo is determined multiplying Y by 2.
- **03** The width of the EULAC Museums logo, named A, defines the size of the margins of the page.
- **04** The left and right margins of the page are determined as follows: A x 1.5 = 1.5A. The top and bottom margins of the page correspond to 0.75A.
- **05** We then add a space of 0.75A above and below the logo, thus defining the size of the oficial blue band.





Copy position

DEFINING THE COPY POSITION IN 4 STEPS06070809

Portrait Poster

The EULAC Museums brand is the main protagonist.

The logo appears on the header and clearly introduces the communication below.

The most common sizes are:

Small - 28 cm x 43 cm; Medium - 46 cm x 61 cm; Large . 61 cm x 91 cm.



POSTER



POSTER

ADVERTISING

Landscape Poster

This AD works just like the portrait version, the only difference is the orientation.

The most common sizes are:

Small - 43 cm x 21 cm; Medium - 61 cm x 46 cm; Large . 91 cm x 61 cm.

Panel

The EULAC Museums brand is the main protagonist.

The logo appears on the header and clearly introduces the communication below.

This is the standard pannel used in conferences and exhibitions.

The Panel standard size is 100 cm x 200 cm.



PANEL



MUPI

ADVERTISING

MUPI

The EULAC Museums brand is the main protagonist.

The logo appears on the header and clearly introduces the communication below.

The MUPI size is 117 cm x 175 cm.

TEMPLATES

The tables next to indicate the amount and types of templates that will be provided.

You can also check the formats that will be delivered, in order to make them as compatible as possible with users' systems.

Stationary

REF.	DESCRIPTION	FORMAT

Literature

REF.	DESCRIPTION	FORMAT

Advertising

REF.	DESCRIPTION	FORMAT

Adobe Illustrator and InDesign Layers

Adobe illustrator and indesign Layers				
NAME	DESCRIPTION	STATUS		

LAYER MANAGEMENT

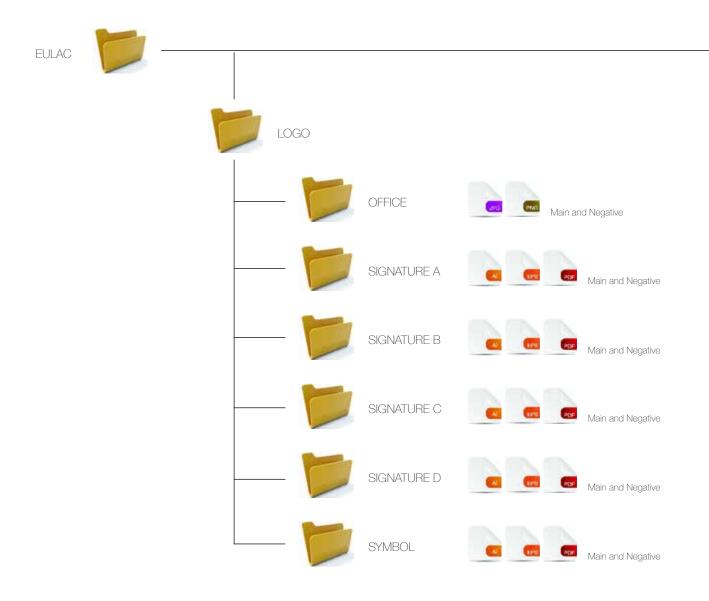
The templates provided, particularly in vector formats for professionals; Ai, In, EPS and PDF have the same operating logic.

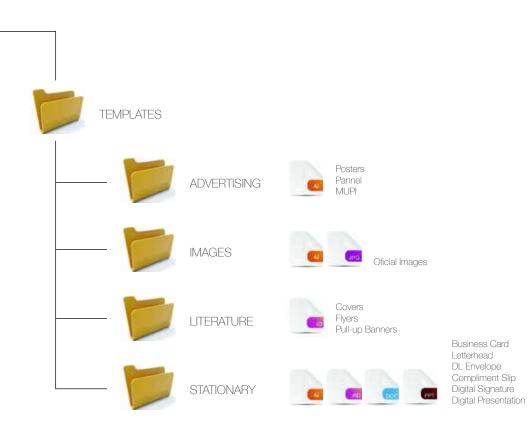
The management and editing of the contents will be made through the layers of management that can be controlled depending on the needs of each project.

The next table shows the existing layers, their content and their status.

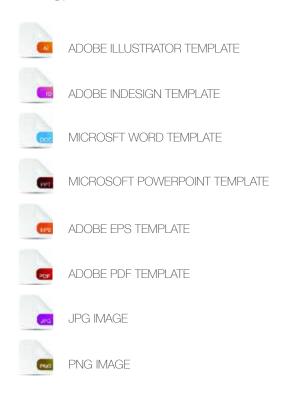
FILES

Files to be delivered will be organized as following.





LEGEND





2016