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Graphic Identity Program

Richard Falzoi

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GRAPHIC IDENTITY PROGRAM

The development and presentation of a new graphic identity for a hypothetical community college (Grathara). The presentation is in the form of a standards manual (Design Guide).

Prepared for the Master's Degree thesis project - Communication Design Department -

By -

Richard M. Falzoi

Rochester Institute of Technology

June 5, 1973
THESIS RATIONALE

My thesis subject was selected for several very particular reasons. The graphic imagery, concepts, and rationale involved in such a project covers a full range of design experiences and presented an opportunity to become professionally involved in a very practical design outlet. The graphic identity program implies excellence of design, an opportunity to promote qualities of design that reflect on and enhance both a particular institution, and the environment in general. I chose to apply my identity program to the community college, believing the community college both worthy of, and in need of better graphic representation.

My research involved in developing a graphic identity program for a hypothetical community college (Gratham) extended into two areas. First it was necessary to become acquainted with the general, as well as the unique qualities of the community college itself. This meant extensive research into the community college movement, concentrating on those areas that lend themselves to graphic interpretation. Secondly, this research was accompanied by a simultaneous review of contemporary
thrusts in corporate identity programs. Combining these two aspects of my research, my thesis project was to design a standards guide book for Gratham Community College.

THE PROJECT
This Guide Book will set the standards for all of Gratham's graphic output. The project involves:

a) designing the Gratham Symbol, Logotype, and Signature.
b) selecting a type style.
c) setting standards and precedents for promotional outlets (advertising).
d) establishing formats for many graphic outlets - stationary, business forms, envelopes.
e) setting standards for Gratham's Signage (indoors-outdoor).
f) developing a rationale for Gratham's new identity program.
g) combining all of these elements in a well designed representative standards guide book that will in itself serve as a precedent for Gratham's future graphic output.
THE PREMISE (Hypothetical)

My thesis is based on the assumption that I, as a professional graphic designer, have been approached by the president of Gratham Community College (hypothetical), to investigate the appropriateness of a new graphic identity program for his college. The president wishes to know the rationale behind such a program, in general, and specifically how this program might benefit his school.

Under this premise, I proceeded to investigate existing graphic standards of community colleges, comparing them to successful I.D. programs in corporation level organizations. A number of questions arose. Is a college a promotable entity? Even more, a community college? Can corporation design standards fit the needs of the community college? Can the community college afford to institute graphic standards, and will it abide by these standards?

PRESENT COMMUNITY COLLEGE GRAPHICS PROGRAMS

This aspect of my research included investigations into several local community colleges- Monroe, Finger Lakes, Genesee- and even four year colleges- Rochester Institute
of Technology, Brockport, Geneseo, Fredonia. Of the colleges listed, only Rochester Institute of Technology seemed to have any comprehensive graphic standardization, or awareness of the potential a graphic identity program might have in promoting a college. The community colleges seemed content to be represented by haphazard graphics, inconsistent in their allegiance to the schools philosophies and directions. The basic function of a corporate identity program is to standardize and maintain the graphic output of an institution, promoting and reflecting in a harmonious visual manner, those qualities that represent the more basic and time-enduring aspects of an institution.

CURRENT THRUST IN CORPORATE IDENTITY PROGRAMS

My review of contemporary graphic identity systems becomes delineated within the Gratham Design Guide, which I will present later in this book. Also, my conclusions and rationales concerning the new graphic identity program for the community college will coincide with the presentation of my project.

NATURE OF GRATHAM COMMUNITY COLLEGE (Hypothetical Analysis)

Assuming that the president of Gratham has allowed me to
institute a new graphic I.D. Program in his school, it becomes necessary to establish those qualities of Gratham that will dictate the nature and extent of the program. These qualities follow:

**NAME:** Gratham Community College Gratham, New York

**SIZE:** 4000 day students, 2000 evening students

**CAMPUS:** 20 million dollar complex, all commuting students, no student housing—Modern architecture, conceived as a total learning environment for the student

**PHILOSOPHY:** "All avenues of learning open to all peoples."

**PROGRAMS:** 2 year-coeducational Comprehensive programing 4 university-parallel programs 20 career programs Offers AA, AS, AAS, Certificate Programs Continuing Education, Community Services

**COMMUNITY INVOLVEMENT:** Very active, initiating admirable quantities of cultural and educational activities—however, thus far these community orientated programs have not achieved enthusiastic public response. (major area which new I.D. Program will probe)

**NATURE OF COMMUNITY:** Primarily urban Many outlets for "career programs" 2 major 4-year colleges Many smaller institutions for technical training Wide variety of socio-economic classes 50-50 white collar - blue collar Culturally weak, lack of good facilities and programs.
SCHOOL COLORS: Blue (light and dark)

PRESENT GRAPHICS SYSTEM: None, of any significance - No need to incorporate any present graphic imagery, except color

CONCLUSION: My findings suggest that public acceptance of Gratham needs to be stimulated. Generally, there is much confusion as to the actual function of the school, and its possible advantages to the community. Its "Open Door" policy has not reached significantly the lower socio-economic groups. There seems to be a lack of confidence in the school's community orientated programs and activities.

THE PROJECT

Following is a page by page presentation of my thesis project, a standards manual (Design Guide), delineating the new graphic identity system for Gratham Community College. There is little need for further exposition concerning the rationale behind and within the book, in that the book itself contains detailed description, wrought out by research, concerning the nature of such a program.

Accompanying this page by page presentation will be the evidence of my symbol development.

I should like to further point out that the discipline of
producing a graphic identity program for Gratham college, greatly increased my knowledge of design, and has consequently led to an interesting job possibility in the area of exhibit design in an established Rochester exhibit house.
SYMBOL DEVELOPMENT
FINAL SYMBOL
SYMBOL

The development of the symbol was perhaps the singularly most important aspect of the project. I wanted a clean graphic image that reflects those unique qualities of the community college, Gratham in particular, as well as representing contemporary graphic trends. The danger was in developing a symbol that would give Gratham a too slick corporate look, thus endangering community acceptance of the college as an educational and community orientated facility. I think I circumvented this problem in the rationale that follows:
THE DESIGN GUIDE BOOK

Color Samples at End
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
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<tr>
<td>The Need</td>
<td></td>
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<tr>
<td>The Need - General</td>
<td></td>
</tr>
<tr>
<td>The Need - Specific</td>
<td></td>
</tr>
<tr>
<td>Use of This Guide</td>
<td>2</td>
</tr>
<tr>
<td>Graphic Format 1</td>
<td></td>
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<tr>
<td>Signature</td>
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<td>Symbol</td>
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<td>Logotype</td>
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<td>Signature</td>
<td>3</td>
</tr>
<tr>
<td>Symbol</td>
<td></td>
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<tr>
<td>General Development</td>
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<tr>
<td>Development</td>
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</tr>
<tr>
<td>Grid Scale</td>
<td>5</td>
</tr>
<tr>
<td>Symbol Configural Vitality</td>
<td>6</td>
</tr>
<tr>
<td>Logotype Relationship Line</td>
<td></td>
</tr>
<tr>
<td>Logotype</td>
<td></td>
</tr>
<tr>
<td>Symbol - Logo Relationship</td>
<td>7</td>
</tr>
<tr>
<td>Graphic Format 2</td>
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<tr>
<td>Typestyle</td>
<td></td>
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<td>Univers Bold</td>
<td>8</td>
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<td>Grid System - Color</td>
<td>10</td>
</tr>
<tr>
<td>Applications</td>
<td></td>
</tr>
<tr>
<td>Stationery</td>
<td></td>
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<tr>
<td>Intercollegiate Forms</td>
<td></td>
</tr>
<tr>
<td>Business Forms - Others</td>
<td>11</td>
</tr>
<tr>
<td>Signage</td>
<td></td>
</tr>
<tr>
<td>Site Identification</td>
<td></td>
</tr>
<tr>
<td>Vehicle Identification</td>
<td></td>
</tr>
<tr>
<td>Indoor - Outdoor</td>
<td>13</td>
</tr>
<tr>
<td>Promotional</td>
<td></td>
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<tr>
<td>Promotional Outlets</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>16</td>
</tr>
</tbody>
</table>
The Need

The Need - General

Ben Rosen suggests in his book, "The Corporate Search For Visual Identity", that... "many people make a flash appraisal of a corporation as a product or service, on the way that corporation looks to them in terms of its graphic design output."

The key to the successful projection of any institutional identity, lies in consistancy of planning of all media as part of a harmonious whole. In establishing this harmonious whole, the graphic identity system must:
1. Project a unique and dynamic identity which facilitates the understanding, acceptance, and support of the institution by the community.
2. Increase clarity and impact of communication, of both direct information and objectives.
3. Promote efficiency in all graphic productions.
4. Facilitate long-range economy of graphic expenditures.

The identity of an institution is carried by its visual expression, beyond its product and performance. An effective identity program will project a personality and character, indicative of the institution. The approach should be to emphasize those qualities that represent the more basic and time-enduring aspects of the institution, not soon to be out-dated.

The more complex the ideas to be communicated, the greater the need for clarity, simplicity, and standardization, so that the public impression is continually refreshed, strengthened and maintained.

The Need - Specific

The Community College presents specific problems as a promotable facility. The main obstacle its identity must overcome is the erroneous "inferior" connotation, inherent to the community college movement.

Thus, the new identity program would seek to promote the college as a contemporary and dynamic institution of academic excellence. Further, such a program must relate to the school's need to appeal to a diversified populace, and win community acceptance and understanding.

In essence, the graphic output of Graham Community College should attempt to promote a favorable impression as a "people serving facility," to install "confidence" in the school, and suggest "stability" to the community. It is further necessary that the graphic look reflect both cherished traditional aspects of an educational facility, while presenting it as a forward-reaching and dynamic force.

Use of This Guide

Basically, this Guide seeks to lay the foundations for the graphic output of Graham Community College. It should not, however, be construed as the final, definitive word. Creative and experimental applications of its principles are encouraged, particularly in its promotional literature. More stringent application of the Guide should be acknowledged when dealing with the Symbol and Signature, Typographic ingredients, Color, Stationery requirements, and Signage.

These areas will be further defined later in the Guide. It should be further acknowledged that this Guide initially reflects the "look of excellence" that must be reflected in the application of its elements. All graphic output of Graham must be cleared through the Staff Designer, Office of Publication, in order to maintain the standards set forth in this Guide.
Signature

Gratham Community College

The Signature is a combination of the Symbol and Logotype, serving as the major vehicle of identification of an organization.

The Symbol is the single must identifying ingredient of an institution’s graphics, it must submit readily and effectively to the factors of Adaptable - Legibility - Distinction - Simplicity - Impact - Timeliness. The Symbol must have a mark of individuality, co-existent with qualities for universal application.

Gratham Community College

The Logotype, more commonly Logo, identifies a specific style of lettering associated with an organization. It must co-exist pleasingly with the symbol, enhancing rather than interrupting the identification function of the whole.
Symbol

General
The particular symbol designed for Gratham Community College seeks to graphically fuse the elements of tradition and progress, while applying the principles of adaptability, legibility, distinction, simplicity, impact, and timelessness. The symbol must serve as a microcosm for the whole design program, reflecting at a glance those qualities the new identification system attempts to emphasize. Aside from being a single, strong, unchanging, identifying image, the Gratham symbol then will seek to reflect ideas of confidence, stability, community-serving, traditional and contemporary awareness, and efficiency.

Development
In developing the Gratham symbol, I was concerned that it reflect the particular qualities of a college, as opposed to commercial enterprises. It was therefore necessary to avoid the "overly slick", and angular approaches. I felt the Gratham symbol should combine curvilinear (traditional) stresses with clean, rectilinear (contemporary) stresses. Another consideration was that the symbol combine the ideas of a self containing educational unit, with a community serving-oriented facility. The symbol breakdown (at right) further develops this point.

\[\text{Thrust} \quad \text{Input} \]

The strong, directional curve of the backbone of the "G" gives the symbol a forward thrust, reflecting the college's dynamic position as a supplier of community needs, and a forward-looking institution.

The crossbar of the "G" doubles as a directional device, indicating that the college is a center for learning, as well as being receptive to community influences.

In combination then, the Gratham symbol reflects the function and capacity of the college to serve its community. The overall "G" has a look of stability, resting on a flat, solid base. The forward thrust of the outward curved line is mitigated and further defined by the inward thrust of the smaller curved stem. The entire letter forms a contained unit, with open outlets breaking an otherwise impenetrable structure.
Grid Scale
Symbol
Configural Vitality
Logotype

Univers Bold (no. 75) is to be the type style for the logotype. It was selected because of its combatability with the symbol. Univers Bold relates well to the symbol in both weight and style, it is readily legible, and as a three line block of type, creates a pleasing shape, both with the symbol, and on its own.

Symbol - Logo Relationship

In this relationship the symbol is generally to be the dominant member. Considerations must be given to size relationships, and spacing. In the case of the Gratham signature, two approaches are permitted. In most cases the logo will be placed to the right side of the symbol, and be composed of the full college identification (Gratham Community College). The relationships shown at left shall always be adhered to. In some cases (Signage in particular) the word Gratham may be used alone, and below the symbol. It may be used as such, only on campus, where full identification is not needed.
Univers Bold

The type style is the same as in the logotype, Univers (No. 75). It shall be the basic typeface for all of Graham’s graphic output. Exceptions would be in the college’s promotional literature, allowing for a wider range of expression.

Univers is a modern, sans serif typeface, stressing consistency and unity. The clean cut letters, with slight variations in weight, make Univers a very versatile type style, well suited for general purposed, and a wide range of uses. Prominent among Univers assets, is its easy adaptability to different weights and widths, while retaining the essential individual character of the face.

Additionally, Univers parallels the contemporary thrust in type styles, the emergence of the sans serif being the most significant typographical feature of the 1960’s. Adrian Frutiger originally designed the Univers type-
face in four weights, in the mid 1950's. Since then, Univers has been extended to include a whole family of fonts to select from. It's readily available from "Monotype" and "Monophoto" machines, also from "Monotype" photolettering, and studio lettering machines. Hot metal variants include 21 fonts extending from extra-light extra-condensed to ultra-bold-expanded.

Although Univers 75 shall be the basic typestyle, there are occasions when other variations of Univers might be preferable. Therefore a light (45) and medium (55) variant shall be included in the design package, to be utilized only for special effect.

In this Standard’s Guide, the type areas are set flush left and ragged right, in set areas as prescribed by the grid system. Three columns were used to allow for flexibility in the positioning of type blocks and graphic areas. Univers Bold is used for all headings.

A thin blue line provides an in-copy divisional element.

The typography and format of this Guide seeks to present its information in a clean, modern style, clearly legible, and graphically simple. Ornamentation and complexities were purposely avoided in order to emphasize the manual’s basic instructional function.

Univers medium (55) shall be the Graham typeface, chosen for its legibility, over all consistent character, and compatability with the signature. The point size and leading provides the desired tonal attitude.

Typography

The basic function of typography is communication. If this requirement is not met, all other considerations are incidental. To serve the needs for communication, the typography must provide for good legibility, presenting a message both easily read and easily understood.

In addition, typography must serve aesthetic ends. The right choice of type style, letter spacing, word spacing leading, and marginal setting should enhance the aesthetic character of the page, while providing unstrained legibility. Consider white space, both within type areas, and in margins, to contribute to the compactness of the composition, and the graphic effectiveness of its design.

Univers medium (55) shall be the Graham typeface, chosen for its legibility, over all consistent character, and compatibility with the signature. The point size and leading provides the desired tonal attitude.
Grid System

A grid system is a functional way to insure unity and consistancy of design elements within a larger design format. The grid provides for an orderly arrangement of all the design elements - typography, photography, drawing and color - in a formal relationship to each other. The grid should not be viewed as a restriction on the creative designer, but rather as a vehicle for a rational and structured application for his creative ends.

Color

Color further serves the function of identification. Many companies can be identified by a particular color, such as "Kodak Yellow". The color or colors (not more than two base colors) should reflect the character of the organization, and create atmosphere. Whenever the particular colors are used, the reason for their use should be clearly apparent.

The elements of the Gratham signature are not to be printed in different colors. It may however, be printed entirely in one color, or black against color.

The Gratham Identity Program utilizes what shall be termed the "Gratham Blue", in two distinctions. They can be identified by the Munsell Color System, the lighter blue being B 6/6, the darker blue, B 4/6.

Primary to the construction of a grid, is the function it is meant to serve. Considerations must be given to the nature of the graphic areas to be served. A grid designed for a manual heavy with tables, figures, and charts, would necessarily differ from one designed to serve a fashion catalog.
Stationery

Stationery is of prime importance in imparting to the general public a desirable image. Due to its high exposure, stationery has the potential to provide widespread circulation of the important visual communication aspects of an organization’s identity program.

Standardization of the imagery should be maintained, along with the maximum use of white space to allow the symbol and signature elements to work to their fullest potential.

The elements of the stationery concerned with in the Gratham presentation, are the letterhead, and envelopes. The letterhead will utilize the Gratham’s basic blue. In certain cases, a reply address will be added at the bottom of the stationery. Graphics for envelopes shall adhere to the standards indicated.
Intercollegiate Forms
Business Forms – Others

<table>
<thead>
<tr>
<th>Date</th>
<th>Order No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
</table>

- Invoice No. 1
- Invoice No. 2

News Release

- Intercollegiate
- Date
Signage serves the basic function of communication. The consistent and proper use of signs will communicate and promote a favorable impression in the eyes of visitors. The specific usage of signage is to identify, guide, warn, or regulate.

A further function of signage is for organization, to effectively organize and enhance their environment. Consideration must be given to the overall architectural style of the complex, plus the character the signage is meant to impart. A sameness in overall appearance and basic proportions will give visitors a single, desirable impression of the institution.

All signage will use the standard alphabet, i.e. Univers Bold.

Perhaps the first visual impression of an institution will be given by its large site identifying sign. This sign could well be the most expensive application of the college's graphics system, and therefore should seek maximum effectiveness. It is important that it be placed for maximum exposure, and be of optimal size for easy visibility.
Indoor signs might serve functions such as room identification, directional, warning, and information. The main considerations is that they be consistent, and fulfill a specific and well defined need. A visitor’s image of a college will be enhanced by the ease in which signage facilitates his visit.

Outdoor signage should command attention commensurate with the need. They need to be consistent with the architecture, while designed for immediate response. Outdoor signs serve basically to guide and identify.

<table>
<thead>
<tr>
<th>G →</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td><strong>Science Lab</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th>G →</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employees Only</strong></td>
<td><strong>Visitor Parking</strong></td>
</tr>
</tbody>
</table>
Vehicle Identification
Again, it is not the purpose of this Guide to restrict the creative efforts of designers. Rather, great latitude is encouraged to serve these creative ends. However, there are certain guidelines that must be followed to preserve the integrity of the design program, and ensure the proper visual impressions are generated. The efforts taken to design the graphic identity system could be undermined by the improper application of its promotional literature.

In all promotional literature, the logo-type and symbol should appear once, as an integrated and logical element. In some cases it will be necessary to include a secondary identification, with the signature on certain promotional pieces. This will consist of:

46 Windsor Drive/Gratham,
New York 17098

It should further be noted, that Gratham’s promotional literature will set the tone for the communities response to the program, and more importantly, to the college. Therefore, great care must be taken to assure that Gratham’s handling of this promotional literature is put in very capable hands. This is no area to skimp on expenses. The basic ingredients that are so important to the identity program, should also pervade this literature. It is important that these ideas be effectively and dramatically presented to the public, in order that the design program may perpetuate an already favorable impression. Shown on the following pages, are not only brochure and pamphlet examples, but an indication of what direction these initial promotional pieces should take.
to learn a new trade?

to sort yourself out?

to change your life style?

to know your world?
Vehicle Identification
Promotional Outlets

General

Again, it is not the purpose of this Guide to restrict the creative efforts of designers. Rather, great latitude is encouraged to serve these creative ends. However, there are certain guidelines that must be followed to preserve the integrity of the design program, and insure the proper visual impressions are generated. The efforts taken to design the graphic identity system could be undermined by the improper application of its promotional literature.

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46 Windsor Drive/Gratham, New York 17098

It should further be noted, that Gratham's promotional literature will serve the primary function of introducing its new graphic identity system. The initial handling of this literature will set the tone for the communities response to the program, and more importantly, to the college. Therefore; great care must be taken to assure that Gratham's handling of this promotional literature is put in very capable hands. This is no area to skimp on expenses. The basic ingredients that are so important to the identity program, should also pervade this literature. It is important that these ideas be effectively and dramatically presented to the public, in order that the design program may perpetuate an already favorable impression. Shown on the following pages, are not only brochure and pamphlet examples, but an indication of what direction these initial promotional pieces should take.
BIBLIOGRAPHY


PLUS

The Corporate Identity Standard Books of:
Varian Instrument
Westinghouse
IBM