



MSJC Branding Guidelines Check List

Use this check list to help determine if your publication meets all of the points in the MSJC Branding Guidelines.

The first step should be to consult the Branding Guidelines on our website at: www.msjc.edu/Branding

Does the marketing piece include the following?

- 1. **Correct logo?**
P:drive, departments, logos and maps or www.msjc.edu/Logo
- 2. **Correct color of red in logo?**
Pantone Matching System (PMS) 1805C
- 3. **Proper name of the college, campus, and/or department?** Mt. San Jacinto College (not Mount)
Menifee Valley Campus, San Geronio Pass Campus, San Jacinto Campus, Temecula Education Complex
- 4. **Approved font?**
Granjon, Gill Sans, Times New Roman, Garamond, Calibri
- 5. **Web address?**
www.msjc.edu
- 6. **Contact name and phone number with area code, and email address?**
For more information contact Jane Doe at 951-xxx-xxxx or jdoe@msjc.edu
- 7. **Name of location/campus and address?**
Address of campus, building number and/or room number
- 8. The **MSJC Print Shop** must be the first contact on all new projects.

If, after consultation with the Print Shop, an outside vendor is used, the outside vendor **MUST** receive a copy of these guidelines prior to the start of the project.