

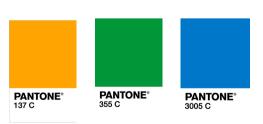
# ATHLETICS DEPARTMENT STYLE GUIDE

For use by any Hocking College faculty, staff or coaches in developing written, printed, manufactured or digitally published materials pertaining to Hocking College Athletics.









Please contact the athletic director for a list of approved and preferred vendors prior to ordering any materials.

## **PHOTOGRAPHY**

Great pictures don't need filters! If you are provided with images, please do not alter the color.

Please be advised that the Office of Marketing, Public and Community Relations does not have the ability to attend every sporting event.

## **PRESENTATIONS**

Creating slideshows and presentations should be a uniform process.

If you intend to present to incoming or current students/their support people (parents, teachers, other coaches) you MUST review the presentation with athletics prior to.

## **OFFICIAL SCHEDULES**

All season schedules should follow the format and design on the right. They will be designed by the Office of Marketing.

No other schedules should be distributed.

#### **DON'T STRETCH IT!**

When adjusting the size of an image, never distort the original ratio. What we mean by this is don't drag an image to fit without:

- 1) using the corner drag tools and
- 2) holding down the shift key.

#### **UNIFORMS**

Don't forget that all uniform and team apparel purchases must have a proof reviewed and approved by the Athletic Director.

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