# **Design Standards Updated January 2023**



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#### What's in a brand?

A brand defines who you are, what you do, how you are different, what you stand for and ultimately, why people can put their faith and trust in you. The key is for a logo and its underlying brand promise to be memorable to its target audience.

The name Community Hospital Corporation and its logo mark(s) graphically symbolize the mission and values of the company.

The CHC logo(s) must be used according to the standards outlined in this document in order to effectively communicate the essence of the brand in an accurate, compelling, concise and consistent way. These branding guidelines should direct all internal and external communication and marketing efforts. The standards are intended to preserve the integrity of the CHC brand.

Consistency in following design standards is critical to strengthening the brand. By using these standards, the CHC brand will embody a set of specific characteristics in the minds of their audiences.

#### **Brand Promise**

Branding is more than the logo. It is the CHC promise to the market. A brand promise defines the company's position in the market and describes what our audience should expect from us. Promises kept result in trust.

CHC Marketing has held the brand and reputation high, resulting in several top employer awards. In 2022, CHC was named a 4-Time Winner in Dallas Morning News' Top 100 Workplace Competition, and achieved "Best Communication" for the second consecutive year. Maintaining brand integrity is as important as ever.

#### **The Brand Hierarchy**

To maximize the benefit of the CHC brand equity, a hierarchy of names has been developed to help better identify our diverse service offerings and organizations.

# **Core Corporate Brand**

CHC

Community Hospital Corporation

In text:

First reference: Community Hospital Corporation

Second reference: CHC

#### Use:

- Name used when referencing the organization overall.
- Logo used together with language about the three distinct divisions of the organization to clarify the not-for-profit issue.
- Logo used in advertising campaign.
- Logo used in direct mail promoting the organization overall.
- Logo used on most marketing collateral, except for those specific to a particular secondary brand.
- Logo used on company letterhead, envelopes and business cards.
- Logo used on e-mail blasts.
- Logo used on e-mail signatures.
- Primary logo on Website.

# Secondary Brand #1

CHC

Community Hospitals

In text:

First reference: CHC Community Hospitals

Second reference: CHC Hospitals

#### Use:

• Used to distinguish the not-for-profit 501C3 and 509A entities/model.

- Logo used on reports for the CHC Community Hospitals.
- Logo used on any secure Website specifically for the CHC Community Hospitals.

# Secondary Brand #2

CHC

Community Hospital Consulting

In text:

First reference: Community Hospital Consulting

Second reference: CHC Consulting

#### Use:

- Used to distinguish the for-profit consulting business.
- Logo used in press releases related to consulting services or clients.
- Logo used on proposals and reports for the CHC Consulting clients.
- Logo used on direct mail or collateral specific to CHC Consulting.
- Logo used on any secure Website specifically for the CHC Consulting clients.

# **Secondary Brand #3**

CHC

ContinueCARE

#### In text:

First reference: CHC ContinueCARE Second reference: CHC ContinueCARE

#### Use:

- Used to distinguish the LTACH division.
- Logo used in press releases related to CHC ContinueCARE services or clients.
- Logo used on reports for the CHC ContinueCARE clients.
- Logo used on direct mail or collateral specific to CHC ContinueCARE.
- Logo used on any secure Website specifically for the CHC ContinueCARE clients.
- Name or logo used on the LTACH area of the CHC Website: communityhospitalcorp.com.
- Logo used on the CHC ContinueCARE

Website: continuecare.org.

# Secondary Brand #4

CHC

Supply Trust

#### In text:

First reference: CHC Supply Trust Second reference: CHC Supply Trust

#### Use:

- Logo used to distinguish CHC's supply chain services.
- Logo used in marketing materials including collateral, advertisements, Word template and PowerPoint.
- Logo used on CHC Supply Trust Website: chcsupplytrust.com.
- Logo used on business cards and email signature for employees within this division.
- Name or logo used on the supply chain area of the CHC Website.
- Please note because this is a service line and not a legal entity, the CHC Consulting logo is used on all CHC Supply Trust proposals and other official correspondence.

# **CHC Core Corporate Brand**

#### The CHC Logo Variations

All CHC logos consist of a round box containing two intersecting crossroads. The acronym CHC is always boldly displayed with the name spelled out below. These elements are always used in their entirety and it is not permissible to use them separately.

# **Core Corporate Brand Logo**

The logo should appear in it's primary color configuration whenever possible. Information about the Pantone, CMYK, RGB and hexadecimal colors for the logo are provided on page 10.



# Secondary Brand Logo #1

Here all elements remain the same as the core logo, with the name changing from Community Hospital Corporation to Community Hospitals.



# **Secondary Brand Logo #2**

Here all elements remain the same as the core logo, with the name changing from Community Hospital Corporation to Community Hospital Consulting.



# **Core Corporate Brand Logo Colors**

Whenever possible, the 2-color version of the logo should be used.

The values for the green and grey are provided below.

# Pantone Matching System (for spot color printing):



# CMYK (for 4-color offset printing):



# RGB (for digital display):



# HEX (for HTML / web usage):



# **Logo Color Variations**

In some instances, such as with promotional items, it will not be possible to use the standard 2-color logo. One example is when the logo needs to be placed on a dark-colored background. In this case, the logo should be reversed completely in white as shown below:



In instances where the logo needs to be reproduced in 1-color, it should be converted to grey scale. The grey areas of the logo remain the same, where the green areas are filled with 50% of the grey to maintain contrast as shown below:



# **Complementary Colors**

A set of complementary colors have been identified that can be used in the development of marketing materials. These colors can help to provide continuity among all communication materials.

#### Dark Blue:

Pantone PMS 293 CMYK: 100-68-0-2 RGB: 0-70-173 HEX: #0046AD

#### Cyan:



Pantone PMS 2925 CMYK: 84-21-0-0 RGB: 0-152-219 HEX: #0098DB

# Burnt Orange:



Pantone PMS 159 CMYK: 1-74-100-7 RGB: 199-91-18 HEX: #C75B12

# Blue-Green:



Pantone PMS 7468 CMYK: 91-50-27-5 RGB: 0-110-147 HEX: #006E93

# Turquoise:



Pantone PMS 7710 CMYK: 75-7-27-0 RGB: 0-176-189 HEX: #00B0BD

# Medium Grey:



Pantone Cool Gray 8
CMYK: 51-43-41-6
RGB: 131-131-133
HEX: #838385

# Light Grey:



Pantone PMS 427 CMYK: 17-13-12-0 RGB: 209-210-212 HEX: #D1D2D4

# Light Green:

Pantone PMS 7485 CMYK: 8-1-26-0 RGB: 235-238-199 HEX: #EBEEC7

CHC ContinueCARE and ContinueCARE Hospitals use these same complementary colors.

#### **Logo Placement**

Generally for all advertisements, the CHC logo should be placed at the bottom right corner. This way, the logo is generally the last impression the readers have as their eyes move away from the page.

When applied to items including cups, hats, T-shirts, pens, etc, a background that contrasts and complements the CHC logo colors and provides legibility is key. White and light grey are examples of colors that provide good contrast for the logo.

At least 10% of the total logo width in open space should surround the logo in every application.



#### **Incorrect Logo Usage**

It is very important to adhere to this Design Standards manual to build consistency and brand recognition for CHC. Proper use of the logo ensures CHC's image is always portrayed the way it was intended and audiences are not confused by contradictory versions. To best do this, use only approved digital artwork.

#### Do:

• Use approved digital version of the logo in the manner described within this document.

#### Don't:

- Change the logo color
- Place the logo on a background or over a photo that makes it difficult to see
- Recreate the logo using a different font
- Distort or stretch the logo ratio
- Add new marks to the logo

# **Examples of Incorrect Logo Usage:**



#### **Fonts**

The CHC logo uses DellaRobbia BT Roman.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Since this is such a stylized font, it should be used exclusively for the logo.

Marketing headline font is US 101 Regular. This is used all-caps in marketing collateral, ads and other communications.

# **ABCDEFGHIJKLMNOPQRSTUVWXYZ**

The font for subheadlines and body copy is News Gothic. Marketing materials use News Gothic Bold as the subheadline font.

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

News Gothic Regular is used as the body copy font.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

For business communications, Calibri is preferred.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

For the CHC Website, Robato is used in various weights throughout for body copy, navigation and headers.

Robato Regular: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Robato Bold: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

#### **Tagline Usage**

The current official CHC tagline is:

#### HELP WHERE HOSPITALS NEED IT®

The tagline does not always need to appear with the logo, except on advertising. The tagline should always appear with advertising materials. The placement may change with any new campaign.

The tagline typeface US 101. It is always written in ALL CAPS. Additionally, it should always be the same width as the logo and may be kerned to extend to a width of 50, if necessary. The tagline is a registered trademark and the '®' should always be included.

Additionally, another tagline has been registered and when used, should always display the '®' symbol:

#### **KEEPING THE H IN HOMETOWN®**

Two additional (similar) taglines have been developed and may be used when appropriate:

#### **GUIDANCE AT EVERY TURN**

#### VISION FOR THE ROAD AHEAD

# E-mail Signatures: CHC

To ensure continuity in communications throughout the company, one e-mail signature format should be used by all corporate employees. This will include a graphic that contains non-changing information (logo, tagline, URL) and a standard method for the dynamic information (name, title, and contact numbers). The dynamic information should use the Google Webmail San Serif font and should appear as shown below. The color of the font should correlate with the CHC grey (PMS Cool Grey 11). RGB values are 77-79-83 and Hex values are 4D4F53.

Periodically, a modified email signature will be used to promote specific awards or designations during a specified period of time.

First and Last Name Title O: 972.999.9999



# **HELP WHERE HOSPITALS NEED IT®**

www.CommunityHospitalCorp.com

#### **Boilerplate Statement**

In order to provide consistency in print collateral, a boilerplate statement has been developed and should be used in all print collateral and advertising. There are two lengths available, depending on what fits best in the layout:

For case studies, press releases, and longer documents use the following:

About Community Hospital Corporation – HELP WHERE HOSPITALS NEED IT®

Community Hospital Corporation owns, manages and consults with hospitals through CHC Hospitals, CHC Consulting and CHC ContinueCARE, with the purpose to guide, support and enhance the mission of community hospitals and healthcare providers. Based in Plano, Texas, CHC provides the resources and experience community hospitals need to improve quality outcomes, patient satisfaction and financial performance. For more information about CHC, please visit http://communityhospitalcorp.com.

#### When less space is available, such as in print ads, use the following:

Community Hospital Corporation owns, manages and consults with hospitals through CHC Hospitals, CHC Consulting and CHC ContinueCARE, with the purpose to guide, support and enhance the mission of community hospitals and healthcare providers.

#### If space is very limited, use the following:

Community Hospital Corporation owns, manages and consults with hospitals through CHC Hospitals, CHC Consulting and CHC ContinueCARE.

In a select few situations where space is very limited such as the email signature, a third even shorter version of the mission statement is used:

Community Hospital Corporation owns, manages and consults with hospitals through three distinct organizations – CHC Hospitals, CHC Consulting and CHC ContinueCARE.

#### Mission and Vision Statements

The CHC board has adopted the following mission and vision statements for the organization. They may appear on the CHC Website and may be used in documents and marketing collateral as deemed appropriate by the creator.

Mission: To guide, support and enhance the mission of community hospitals and healthcare providers.

Vision: To be the nation's preeminent resource in advancing community healthcare.

# **Recommended Paper Stock**

In order to provide continuity with print collateral, one paper stock as been identified for the use in printing all collateral materials including case studies, overviews, solutions pieces and article reprints. The specifications are:

Collateral:

100lb text weight

Silk finish

Brochures:

100lb cover weight

Silk finish

# **PowerPoint and Word Templates**

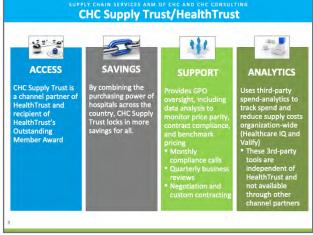
In order to reinforce the brand during presentations, corporate template designs were created.

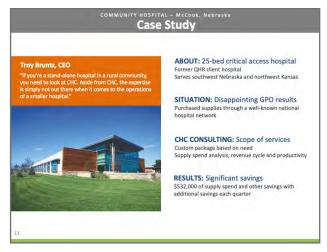










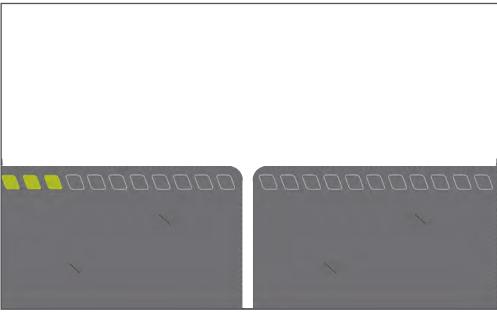


#### **Pocket Folders**

The CHC corporate pocket folder is used for a variety of purposes. Contact marketing if you need a supply of these.

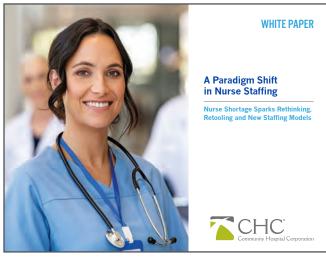






# **CHC White Papers**

These educational collaterals are designed to provide deeper information on key topics of interest to CHC audiences.





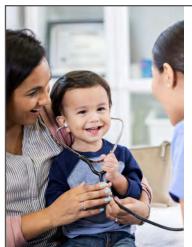


#### WHITE PAPER

Is Your Community Hospital Board Effective?

**Best Practices for** Improving Hospital Board Performance





#### WHITE PAPER

**Community Hospital 2.0** 

Redesigning Community Healthcare for the Next Generation





#### WHITE PAPER

Can Your Hospital Withstand a Cyberattack?

How to Prevent and Respond to Cybersecurity Incidents



#### WHITE PAPER

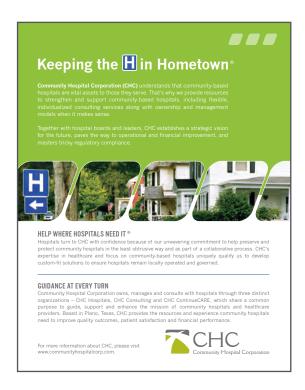
Community Hospital Supply Chain **Best Practices** 

Planning for Supply Chain Efficiency and Resiliency



# **Community Hospital Corporation Overview**

This collateral piece was created in 2014 and highlights CHC's hospital ownership, management and consulting services. It also touches briefly on the LTACH capabilities of CHC ContinueCARE.





# **CHC Consulting Overview**

This collateral addresses the specific hospital consulting and management services available through CHC Consulting and calls out the Operational Assessment as a potential first step of engagement with CHC.





#### **Email Blasts**

CHC uses a variety of Email Blast templates for email communication efforts with a variety of audiences. These groups include CHC Board Members, Circle of Influence and former employees. There is a regularly scheduled monthly Eblast that goes to the CHC Circle of Influence and CHC Board of Directors. CHC friends and former employees receive a quarterly Eblast and other Eblasts are scheduled to meet specific communication needs such as news and events. Contact marketing to learn more about this communication channel.



CHC Monthly EBlast Template Circle of Influence



CHC Quarterly CEO Perspective Circle of Influence



CHC Monthly Board Template CHC Board of Directors



CHC Friends
Former CHC employees and other friends of the organization



**CHC** Events



CHC ContinueCARE



**CHC News** 



CHC Supply Trust

# **Bio Word Template**

The print and online bios are produced using a Word template. The name is in Garamond 18pt bold, the title is in Garamond 16pt regular and the body copy is in Arial 11.5pt regular. The photo is placed into a rounded box shape.



# **Leadership Blog Word Template**

The monthly blogs are placed into this Word template that is converted to PDF for use for new business development and marketing purposes.



#### **Case Studies**

The CHC marketing team prepares case studies that showcase client successes and CHC capabilities. Each case study follows a consistent format and includes quantitative examples of client improvements due to CHC involvement. All current case studies are placed on the CHC Website in the News & Insights section. The marketing team also has a limited supply of printed copies available. Following are two examples of current case studies.









#### **Solutions**

The CHC Solutions collaterals highlight a common community hospital challenge along with the services that help solve these issues for CHC clients. All Solutions are stored in the News & Insights section of the CHC Website. The marketing team also has a limited supply of printed copies available. Following is a current Solution example.



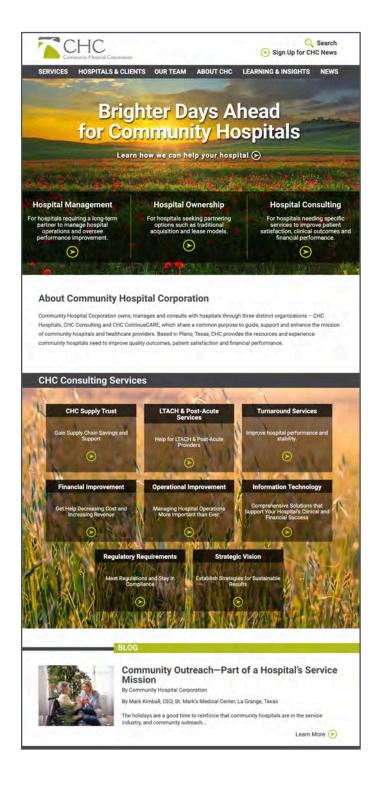






#### Website

The URL for CHC is CommunityHospitalCorp.com. The Website is built with Wordpress for easy maintenance. Updates can be made by the CHC marketing team. The Website was updated in late 2020.



# **CHC ContinueCARE**

# **CHC ContinueCARE Logo**

This logo is used to represent the organization as a whole. It is the preferred logo for corporate administration, human resources and marketing. Uses include: policies, HR recruitment, PowerPoint, questionnaires, table tent cards, pocket folder and ContinueCARE.org.



#### **ContinueCARE Hospitals Logo**

This is the logo used to represent all of the ContinueCARE Hospitals at a global level. Specific uses include corporate business presentations, documents representing all facilities, HR, crossmarketing and promotional items.



#### ContinueCARE Hospital Logo

The singular version of the global logo, ContinueCARE Hospital, is used exclusively for ContinueCARE corporate policies.



#### **ContinueCARE Facility Brand Logos**

For the CHC ContinueCARE division, a unique set of logos has been developed for each ContinueCARE Hospital. Each uses the same graphical mark (circular arrows), same typeface and color palette.

The facility-level brand logo is an individual logo, customized for a specific facility as shown below. This logo is used for facility signage, business cards, envelopes, electronic letterhead, email signatures, HR recruitment and specific pages on the ContinueCARE.org website. An example of the logo for ContinueCARE Hospital at Medical Center (Odessa) follows.



The multiple-facility-level brand logo is used for a regional group of facilities. At present there are three logos of this kind: Texas, Kentucky and North Carolina. These logos are used for managed care communications, patient/referral brochures for cross-marketing and assorted promotional items.







Exception: Tyler ContinueCARE. Having existing brand equity, the Tyler location uses their own unique layout and color palette as show below.



## Pantone Matching System (for spot color printing):





PMS Black

PMS 188

#### CMYK (for 4-color offset printing):





0-0-0-100

12-95-59-54

#### RGB (for digital display):





30-30-30

119-36-50

## HEX (for HTML / web usage):





#772432

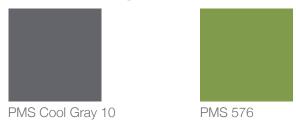
#### PLEASE NOTE:

The light grey color used in the logo is the same black, just at 55% opacity.

# **ContinueCARE Hospital Brand Logo Colors**

While similar, the ContinueCARE logo colors are slightly different from the corporate CHC colors.

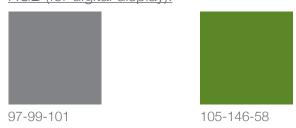
# Pantone Matching System (for spot color printing):



# CMYK (for 4-color offset printing):



## RGB (for digital display):



## HEX (for HTML / web usage):



#### **Logo Color Variations**

In some instances, such as with promotional items, it will not be possible to use the standard 2-color logo. One example is when the logo needs to be placed on a dark-colored background. In this case, the logo should be reversed completely in white as shown below:



In instances where the logo needs to be reproduced in 1-color, it should be converted to grey scale. The grey areas of the logo remain the same, where the green areas are filled with 50% of the grey to maintain contrast as shown below:



#### **Complementary Colors**

A set of complementary colors have been identified that can be used in the development of marketing materials. These colors can help to provide continuity among all communication materials.



CHC ContinueCARE and ContinueCARE Hospitals use these same complementary colors.

#### Logo Placement

Generally for all advertisements, the CHC ContinueCARE logo should be placed at the bottom right corner. This way, the logo is generally the last impression the readers have as their eyes move away from the page.

When applied to items including cups, hats, T-shirts, pens, etc, a background that contrasts and complements the CHC ContinueCARE logo colors and provides legibility is key. White and light grey are examples of colors that provide good contrast for the logo.

At least 10% of the total logo width in open space should surround the logo in every application.



#### Incorrect Logo Usage

It is very important to adhere to this Design Standards manual to build consistency and brand recognition for CHC ContinueCARE. Proper use of the logo ensures that the CHC ContinueCARE image is always portrayed the way it was intended so audiences are not confused by contradictory versions. To best do this, use only approved digital artwork.

#### Do:

 Use approved digital version of the logo in the manner described within this document.

#### Don't:

- Change the logo color
- Place the logo on a background or over a photo that makes it difficult to see
- Recreate the logo using a different font
- Distort or stretch the logo ratio
- Add new marks to the logo

(Refer to page 14 for examples of incorrect logo usage.)

#### **Fonts**

The ContinueCARE logos use Adobe Garamond Pro.

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

The Bold version is used for the main name, i.e., ContinueCARE Hospital and the Regular version is used for the location name, i.e., at Medical Center Odessa.

For marketing collateral, ads and other communications, headlines should use Adobe Garamond Pro Bold.

# **ABCDEFGHIJKLMNOPQRSTUVWXYZ**

The font for subheadlines and body copy is Helvetica Neue.

Subheadlines use Helvetica Neue Medium.

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Body copy uses Helvetica Neue Light.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

For business communications, Calibri is preferred.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

# **Tagline Usage**

The tagline for ContinueCARE is:

#### **Compassionate Care. Intensive Treatment.**

The tagline does not always need to appear with the logo. It is used on the Website and in various other materials such as the PowerPoint template at the discretion of the marketing team.

It is always written with the initial letter of all four words capitalized as shown above.

#### **E-mail Signature**

Similar to the CHC email signature, this will be used by employees who work for a ContinueCARE hospital. This will include a graphic that contains non-changing information (logo, tagline, URL and address). The dynamic information should use the Google Webmail San Serif font and should appear as shown below. The color of the font should correlate with the CHC ContinueCARE grey (PMS Cool Grey 10). RGB values are 97-99-101 and Hex values are 616365.

First and Last Title O: 972.999.9999





#### **Recommended Paper Stock**

In order to provide continuity with print collateral, three paper stocks have been identified for the use in printing collateral materials including tri-fold brochures, table tents and questionnaires. The specifications are:

#### **BROCHURES**

Paper Mill: Sappi Stock: McCoy Finish: Silk

Weight:120# Cover

#### TABLE TENTS

Paper Mill: Sappi

Stock: Flo Finish: Gloss

1 11 1101 1. 01000

Weight: 100# Cover

#### **QUESTIONNAIRES**

Paper Mill: Finch Stock: Finch Fine Finish: Uncoated Weight: 100# Cover

For other print collateral such as case studies, overviews, solutions pieces and article reprints, the paper stock specifications are:

#### Collateral:

100lb text weight

Silk finish

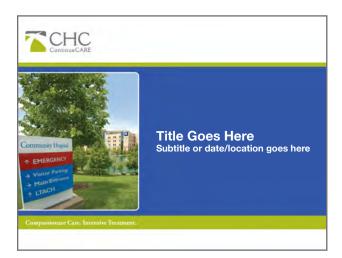
#### Brochures:

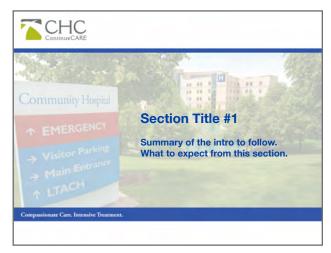
100lb cover weight

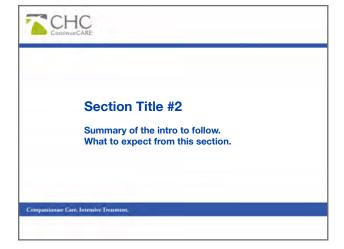
Silk finish

#### **PowerPoint Template**

In order to reinforce the brand during presentations, a CHC ContinueCARE corporate PowerPoint template design was created. The template offers a title page, two section title pages and a content page as shown below.









## **Word Templates**

ContinueCARE Word templates were created for facilities to customize for their local marketing or other communications.





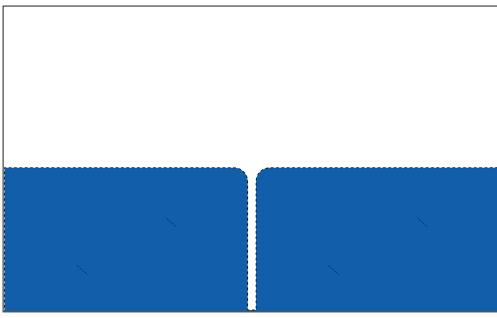


#### **Pocket Folders**

There are two CHC ContinueCARE pocket folders available for use by ContinueCARE Hospitals and the corporate office. Both are stored and available for ordering from Millet the Printer. For more information about ordering these folders or other ContinueCARE marketing materials, please refer to CHC marketing.

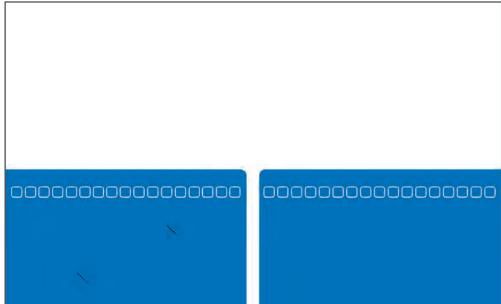












#### **ContinueCARE Brochures (Patient & Referral)**

A template for patient and referral brochures has been created for regional groups of ContinueCARE hospitals. The brochures can be ordered directly from the printer. Detailed instructions are available on CARELink or through the corporate CHC ContinueCARE team. CHC Marketing assists with developing new brochures when required.









# ContinueCARE Brochures (Patient) SPANISH LANGUAGE VERSION

A template for a Spanish language version of the patient brochure has been created for regional groups of ContinueCARE hospitals. The brochures can be ordered directly from the printer. Detailed instructions are available on CARELink or through the corporate CHC ContinueCARE team. CHC Marketing assists with developing new brochures when required.





# Wound Care Brochure - ContinueCARE Hospital Hendrick Medical Center

A template for a Wound Care brochure has been created for Hendrick Medical Center. This brochure can be ordered directly from the printer. Detailed instructions are available on CARELink or through the corporate CHC ContinueCARE team. CHC Marketing assists with developing new brochures when required.





#### **Table Tents**

These items are available for order by ContinueCARE hospitals directly from Millet the Printer.



#### **Patient Questionnaire**

ContinueCARE hospitals use these questionnaires to track patient satisfaction.

These forms can be ordered directly from Millet the Printer.





#### **CHC ContinueCARE Overview**

This collateral addresses the specific challenges faced by leaders of Long Term Acute Care Hospitals (LTACHs) along with CHC ContinueCARE capabilities to maximize LTACH success.





#### Website

The URL for CHC ContinueCARE is www.ContinueCARE.org, with sub URLs for each owned facility (i.e. www.continuecare.org/hendrick). The Website is built with Wordpress for easy maintenance. Updates can be made by facility staff trained as Website editors, or by the CHC marketing team.



#### **ContinueCARE Resources**

#### **Printing**

Millet the Printer in Dallas has all files. Contact Carrie Self (214-741-3602 or cari@millettheprinter.com) to place an order and include delivery instructions. Please copy Anne Block (ablock@communityhospitalcorp.com). CHC will be invoiced and your facility will be charged. You may split orders and share costs with other facilities. Prices are subject to change.

Folders (two generic CHC ContinueCARE options with business card slit)

#### Heavy Weight Folder with 3 inset photos

250 Q: \$1,250 500 Q: \$1,450

#### Lighter Weight Folder with Large Daisy

250 Q: \$870 500 Q: \$950

#### Patient or Referral Brochures

Millet can make minor text edits (12" x 9" folded to 4" x 9")

250 Q: \$420 500 Q: \$690 750 Q: \$960 1,000 Q: \$1,230

Table Tents (flat 5" x 10" and includes a die cut for a business card)

250 Q: \$320 500 Q: \$400 1,000 Q: \$600

Patient Questionnaire (8.5" X 11" folded to 8.5" x 5.5")

250 Q: \$325 500 Q: \$500 1,000 Q: \$800

#### **Branded Materials and Promotional Items**

The HealthTrust Purchasing Group portfolio includes several choices under contract. Your materials manager may have updated HPG information. You will be billed directly by all vendors.

#### Staples Business Advantage Promo

(HPG Contract #4064, www.staplesadvantage.com)

Contact Denise Molina at 702.300.1890 or Denise.Molina@staples.com

Zach Hentrich, Inside Sales Manager, 314.692.3037 or Zachary.Hentrich@staples.com

#### American Diversity

(HPG Contract #6804, www.americandiv.com)
Contact Erica Van Beck at 800.754.8831 ext. 401 or evanbeck@americanmin.com

#### American Solutions for Business

(HPG Contract #6808, www.americanbus.com)

Contact Maggie Leland at 320.334.3776 or mleland@americanbus.com

#### The Barr Group

(HPG contract #6810, www.barrgroupinc.com)

Contact Renee Murray 615.574.719 or renee@barrgroupinc.com

#### Smart Source of Georgia LLC

(HPG Contract #6812 www.datasuppliesinc.com)

Contact Mark Lewis 864,271,6666 or mlewis@smartsourcellc.com

# **CHC Supply Trust**

## **CHC Supply Trust Logo**

This logo is used to represent CHC supply chain services. It is the preferred logo for marketing materials promoting supply chain services. Uses include: Website, advertisements, collateral, PowerPoint, business cards and email signature. Because this service line is not a legal entity, the CHC Consulting logo is used for proposals, contracts and other official correspondence relating to CHC Supply Trust.



## **CHC Supply Trust Brand Logo Colors**

The CHC Supply Trust colors are designed to complement those used by other CHC brands. The values for the blue and grey are provided below:

## Pantone Matching System (for spot color printing):



#### CMYK (for 4-color offset printing):



## RGB (for digital display):



#### HEX (for HTML / web usage):



#### **Logo Color Variations**

In some instances, such as with promotional items, it will not be possible to use the standard 2-color logo. One example is when the logo needs to be placed on a dark-colored background. In this case, the logo should be reversed completely in white as shown below:



In instances where the logo needs to be reproduced in 1-color, it should be converted to grey scale. The grey areas of the logo remain the same, where the green areas are filled with 50% of the grey to maintain contrast as shown below:



#### **Member Logo**

CHC Supply Trust member hospitals may use the following logo on their Website and other materials to share that they are members of CHC Supply Trust.



#### **Complementary Colors**

A set of complementary colors have been identified that can be used in the development of marketing materials. These colors can help to provide continuity among all communication materials.

#### Dark Blue:

Pantone PMS 293 CMYK: 100-68-0-2 RGB: 0-70-173 HEX: #0046AD

#### Burnt Orange:



Pantone PMS 159 CMYK: 1-74-100-7 RGB: 199-91-18 HEX: #C75B12

#### Blue-Green:



Pantone PMS 7468 CMYK: 91-50-27-5 RGB: 0-110-147 HEX: #006E93

#### Turquoise:



Pantone PMS 7710 CMYK: 75-7-27-0 RGB: 0-176-189 HEX: #00B0BD

#### Medium Grey:



Pantone Cool Gray 8 CMYK: 51-43-41-6 RGB: 131-131-133 HEX: #838385

# Light Grey:



Pantone PMS 427 CMYK: 17-13-12-0 RGB: 209-210-212 HEX: #D1D2D4

#### Light Green:



Pantone PMS 7485 CMYK: 8-1-26-0 RGB: 235-238-199 HEX: #EBEEC7

#### **Logo Placement**

Generally for all advertisements, the CHC Supply Trust logo should be placed at the bottom right corner. This way, the logo is generally the last impression readers have as their eyes move away from the page.

When applied to items including cups, hats, T-shirts, pens, etc., a background that contrasts and complements the CHC Supply Trust logo colors and provides legibility is key. White and light grey are examples of colors that provide good contrast for the logo.

At least 10% of the total logo width in open space should surround the logo in every application.



#### **Incorrect Logo Usage**

It is very important to adhere to this Design Standards manual to build consistency and brand recognition for CHC Supply Trust. Proper use of the logo ensures CHC's image is always portrayed the way it was intended and audiences are not conused by contradictory versions. To best do this, use only approved digital artwork

#### Do:

 Use approved digital version of the logo in the manner described within this document.

#### Don't:

- Change the logo color
- Place the logo on a background or over a photo that makes it difficult to see
- · Recreate the logo using a different font
- Distort or stretch the logo ratio
- Add new marks to the logo

#### **Fonts**

The CHC Supply Trust logo uses DellaRobbia BT Roman.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Since this is such a stylized font, it should be used exclusively for the logo.

Tagline font is US 101 Regular.

# **ABCDEFGHIJKLMNOPQRSTUVWXYZ**

Marketing headline font is Helvetica Neue (TT) Medium.

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

The font for subheadlines and body copy is News Gothic.

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

News Gothic Regular is used as the body copy font.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

For business communications, Calibri is preferred.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

#### **Tagline Usage**

The current official CHC Supply Trust tagline is:

#### ACCESS, SAVINGS, SUPPORT.

The tagline should always appear with the logo on print advertising materials. In other uses, the tagline may appear together with the logo or it may be included but disconnected from the logo as design needs dictate.

The tagline is always written in ALL CAPS and in US101 font. When presented with the logo, the tagline should be the same width as the logo. It may be kerned to a width of 50, if necessary. When in color, the tagline should be in PMS 2925.



ACCESS. SAVINGS. SUPPORT.

#### **E-mail Signature**

The CHC Supply Trust email signature is used by select employees who support supply chain services. This includes a graphic that contains the non-changing information (logo, tagline, URL and address). The dynamic information should appear as shown below. The color of the font should correlate with CHC Supply Trust gray (PMS Cool Gray 11). RGB values are 77-79-83 and Hex values are #4D4F53.

First and Last Name Title O: 972.999.9999



CommunityHospitalCorp.com

ACCESS. SAVINGS. SUPPORT.

## **Boilerplate Statement**

In order to provide brand consistency and clarity, a boilerplate statement has been developed and should be used in all advertising and is also used in certain business communication where appropriate. The statement follows:

CHC Supply Trust is the supply chain services arm of Community Hospital Corporation and CHC Consulting.

# **Recommended Paper Stock**

In order to provide continuity with print collateral, one paper stock has been identified for all printed collateral materials including case studies, overviews, solutions pieces, flyers and article reprints. The specifications are:

Collateral:

100lb text weight

Silk finish

Brochures:

100lb cover weight

Silk finish

#### **Word Template**

Word templates were developed to give the business development team flexible tools that can be used for customized marketing materials such as short case studies, charts, graphics, etc. Often, the Word template will be used for more content-heavy subjects that are not appropriate for PowerPoint. This document is not intended as general digital or printed letterhead.





#### **Marketing Collateral**

A few marketing collateral items have been developed to support the CHC Supply Trust sales effort. To date, those include a one-page overview collateral and two conference hand out flyers. A PDF of the overview is available on the CHC Supply Trust Website. Contact marketing if you need printed copies of the overview or flyers.





#### Website

Go to this URL for CHC Supply Trust services: www.communityhospitalcorp.com/services/chcsupplytrust. The Website is built with Wordpress for easy maintenance. Updates can be made by the CHC marketing team.



# **CHC Marketing Tools**



#### **CHC Marketing Tools**

Launched in 2019, CHC Marketing Tools contains marketing samples, templates, logos, resources and more for all-CHC/CHC ContinueCARE and our hospitals. This resource is refreshed monthly with new materials.

Get access from The Park > Office Links or here: https://sites.google.com/communityhospitalcorp.com/chc-marketing-tools

You can Download, Share, Customize, Reference, Learn.

For example, the Social Media section includes a best practices guide along with content and images to use in your hospital's social media accounts.

Sign in to your CHC Google account:

If you are not a CHC or ContinueCARE employee yet have received a Google account from CHC:

Go to CHC Marketing Tools: https://sites.google.com/ communityhospitalcorp.com/chc-marketing-tools Sign in with your new account and initial password. You can change your password once you've signed in.

#### **Troubleshooting**

For any account login issues, go to: https://chcorp.zendesk.com/hc/en-us/requests/new and submit a request by clicking "General Help Desk" in the menu to proceed.

For further assistance or if you have items you would uploaded, contact Anne Block at ablock@communityhospitalcorp.com or 972-943-6470.

