MBTA Brand Guidelines

10.01.20



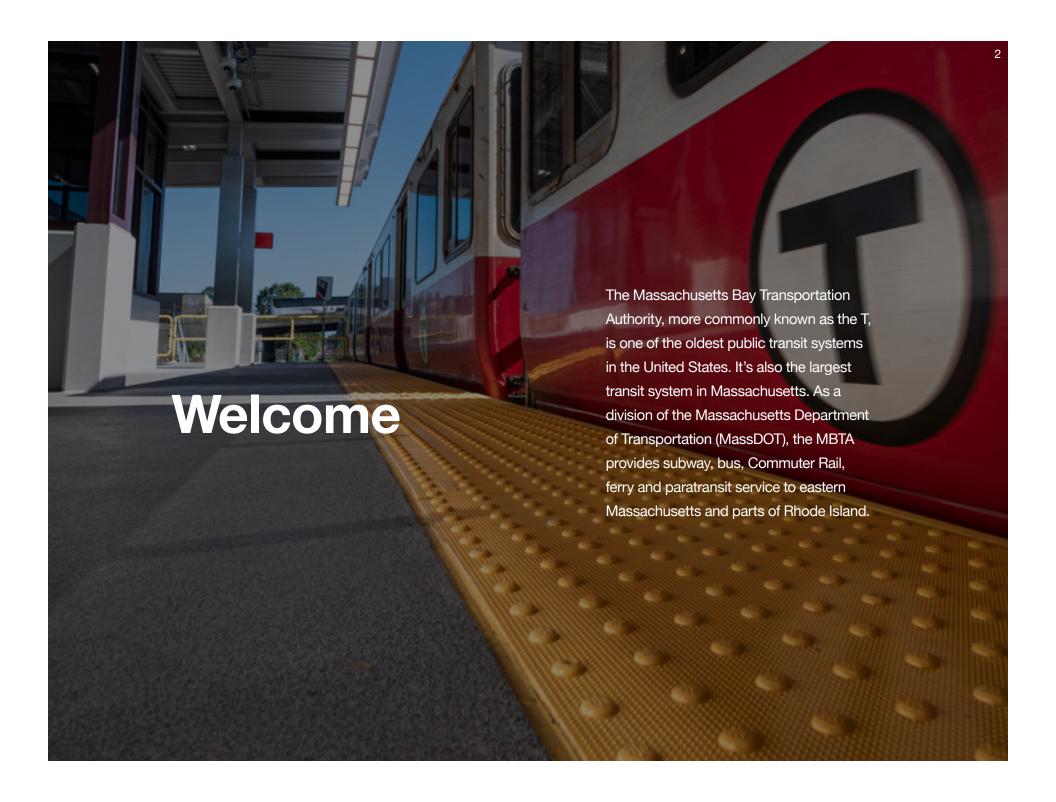
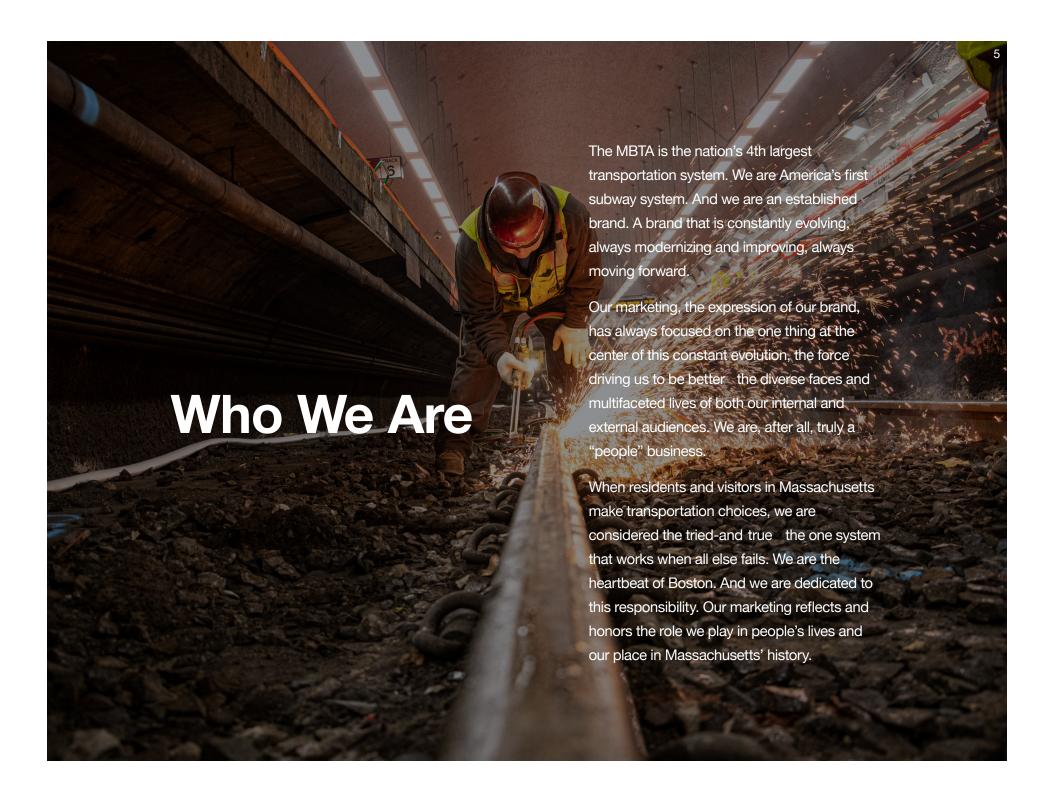
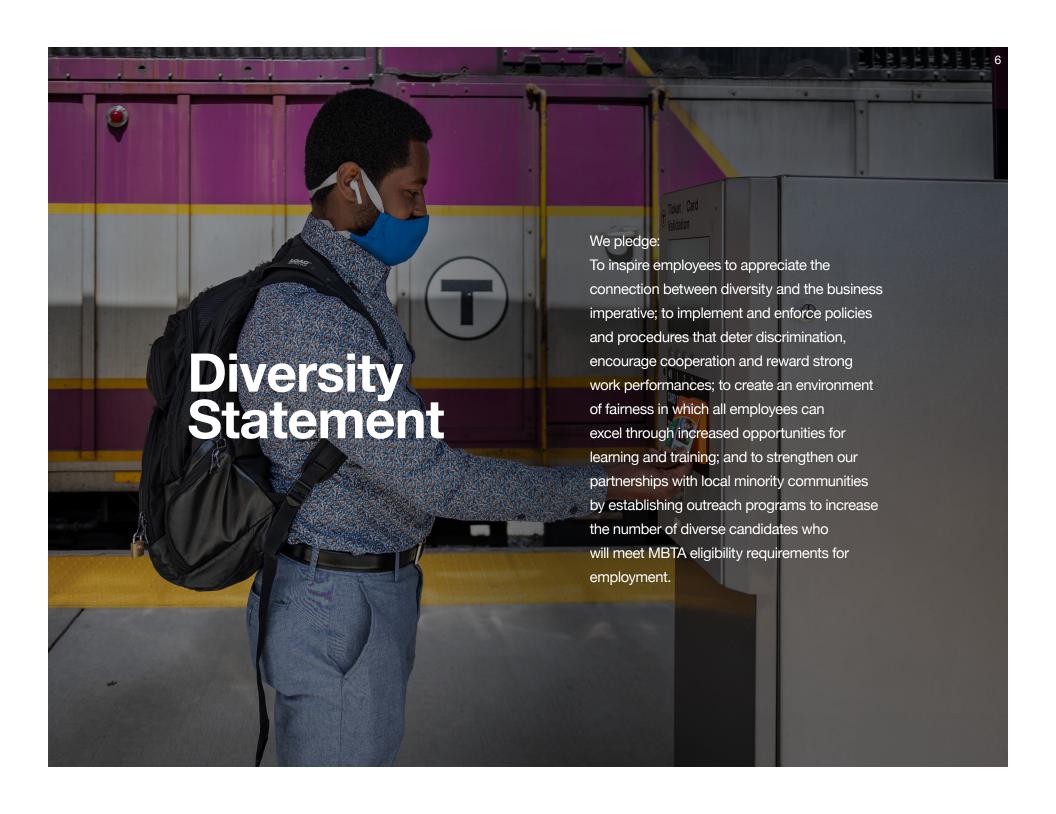


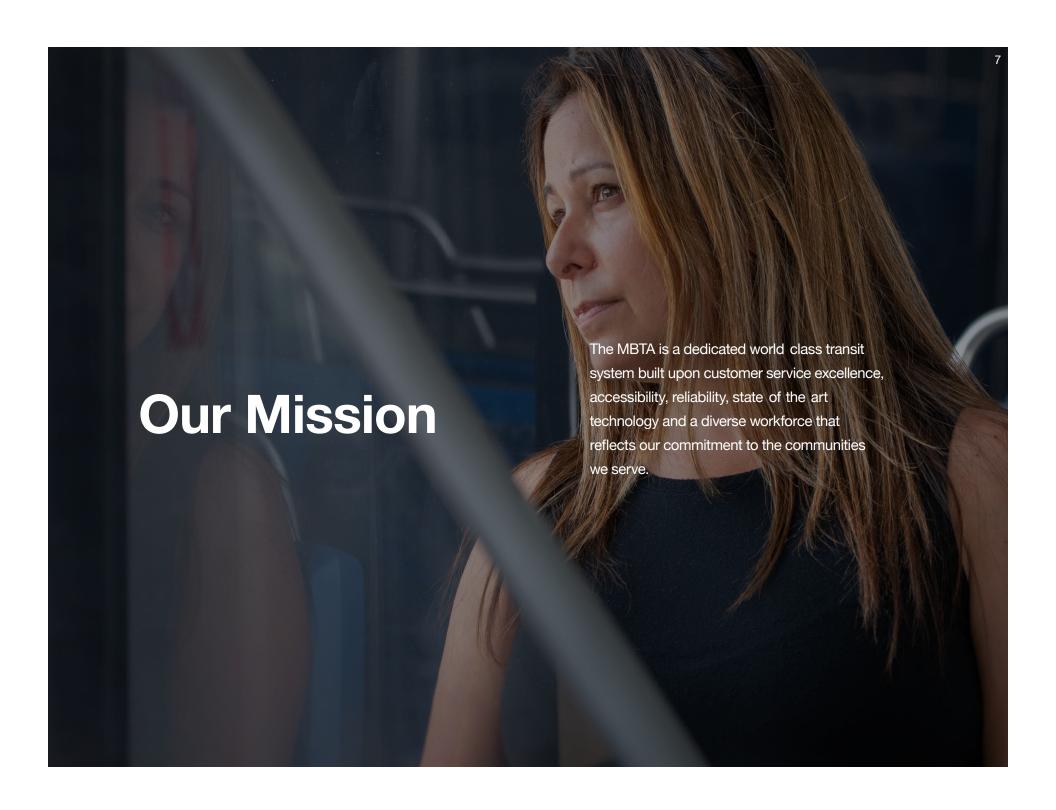
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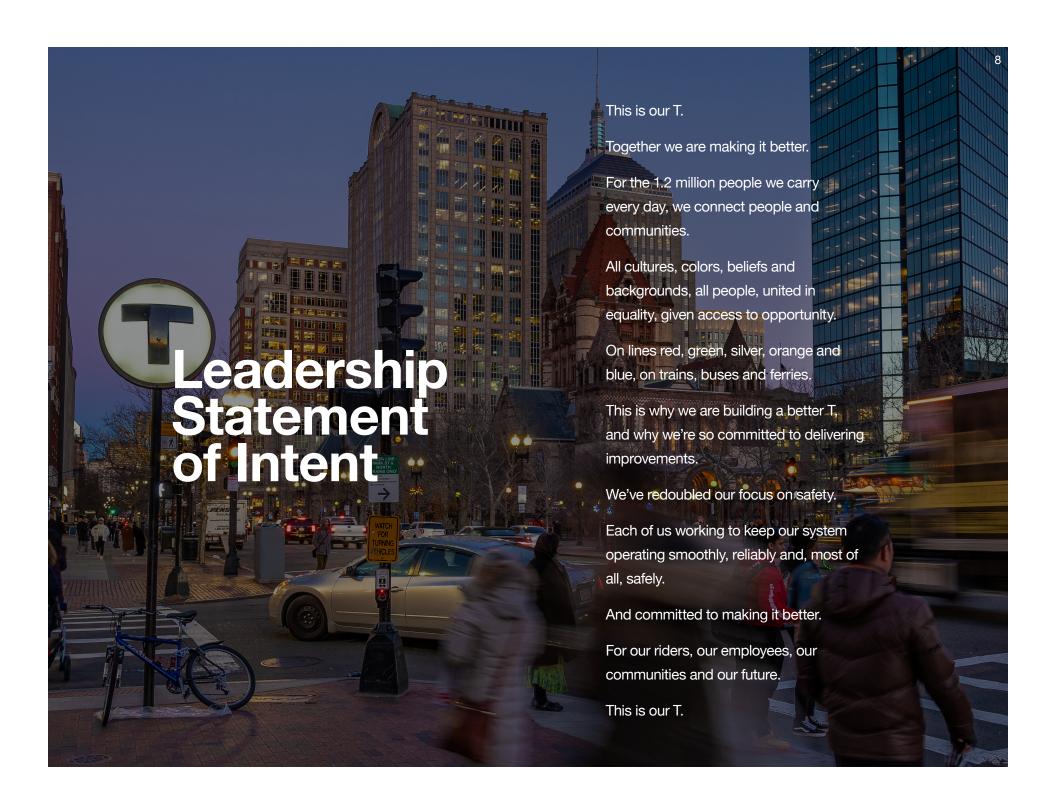
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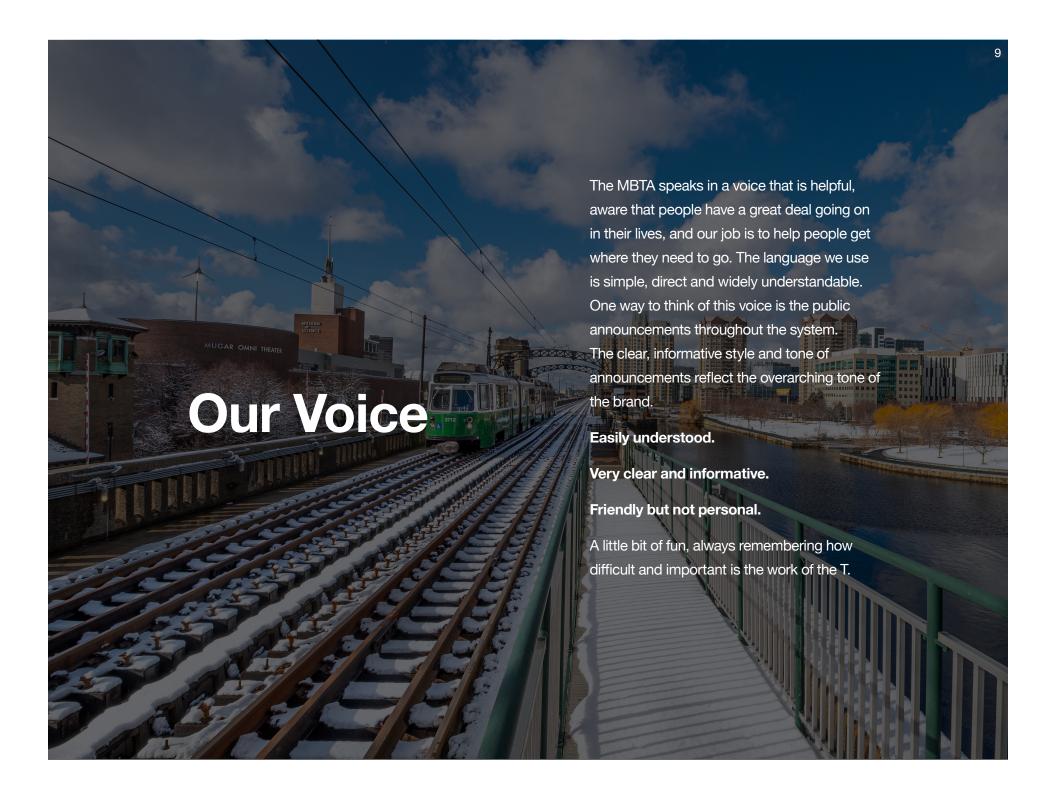
Brand Identity





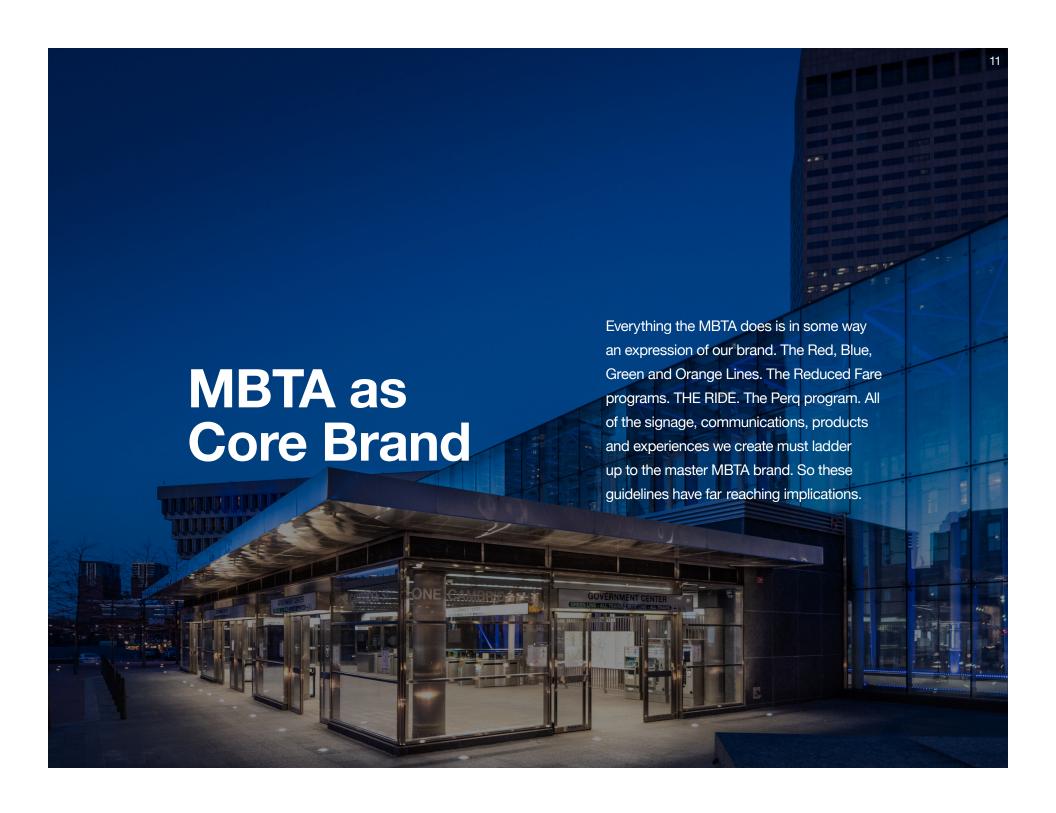




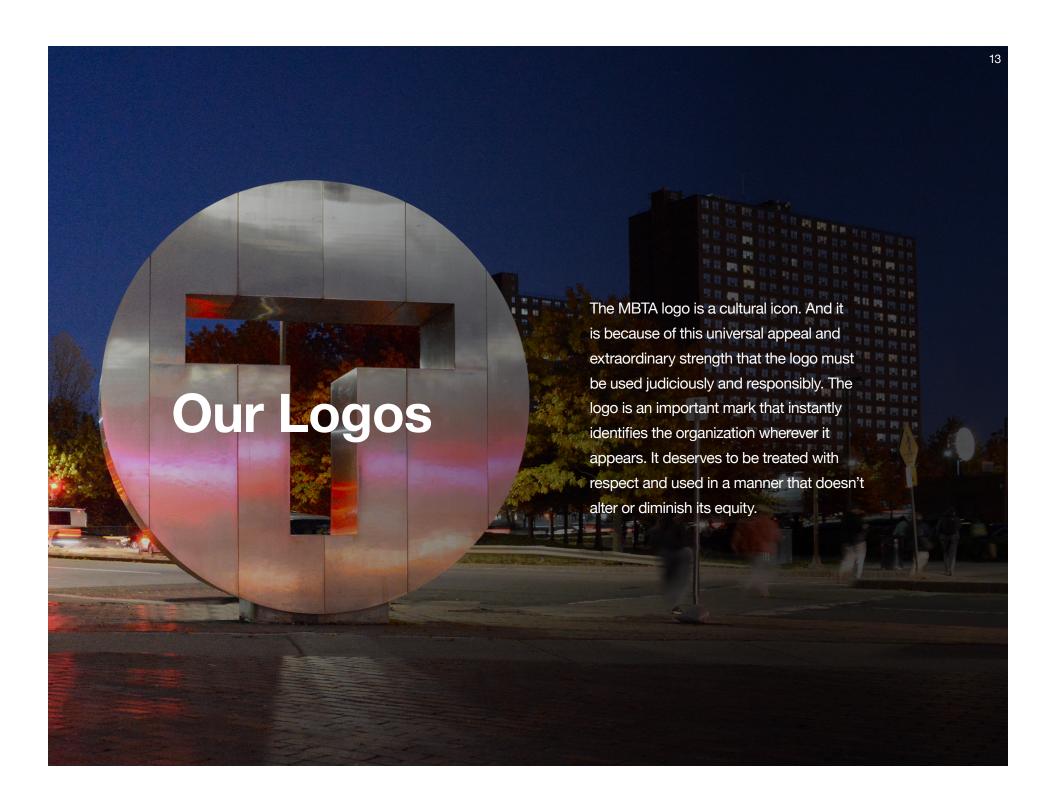




Respect Respect is the guiding principle of the MBTA. It is a drive and a willingness to show consideration and appreciation to our employees and riders. Integrity Integrity is our continued commitment to the highest standards of moral and legal behavior in public service. **Diversity** Diversity allows us to unleash our fullest **Our Values** potential as we work together and recognize everyone's contribution of skills, personalities and backgrounds. **Honesty** Honesty demands we always be truthful, and is the most effective way to inspire confidence. Pride Pride is being proud of our achievements. It drives our pursuit of excellence. **Fairness** Fairness is the essence of our credibility, influencing all of our actions and decisions.



Brand Execution



About Our Logo

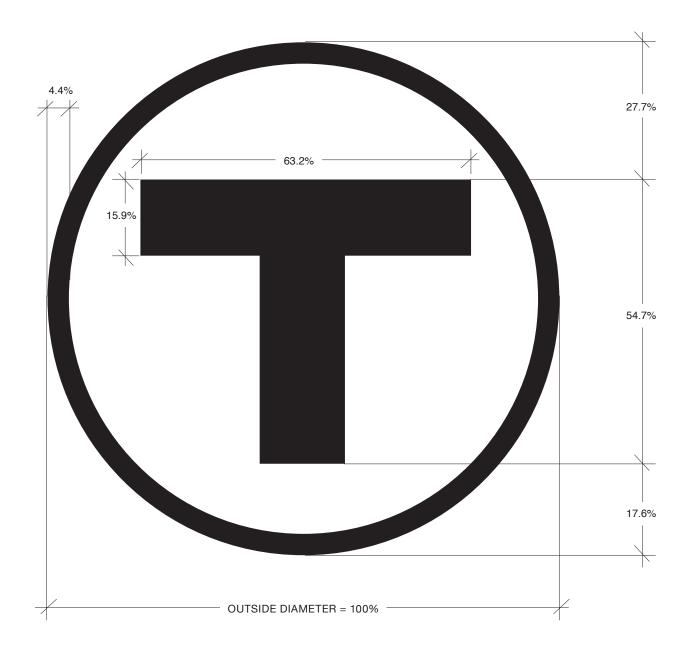
The T logo was designed in 1964 by Cambridge Seven Associates, and is an enduring classic. For T customers and employees, this icon visually communicates what the T is all about: simple, efficient transit. Direct transportation. This is serious, professional-grade transport on a metropolitan and regional scale.

The words "Massachusetts Bay
Transportation Authority" are secondary to
the T icon. It is an economical decision—
dispensing with extraneous words and
focusing on the central premise: T.

Transit.

Transport.

Transportation.



T Logos 15

The MBTA logo and the brand's subordinate logos can be used knocked out of dark colors. The iconic nature of the T logo allows it to be used on its own without the full name attached.

There is a formal version of the logo suitable for official, formal or other situations where it is appropriate.

T Logo





T Formal Logo

T Transporta i Autho i

T Transporta i Autho i

Transporta i Autho i

Transporta i Autho i

T Logo Clear Space

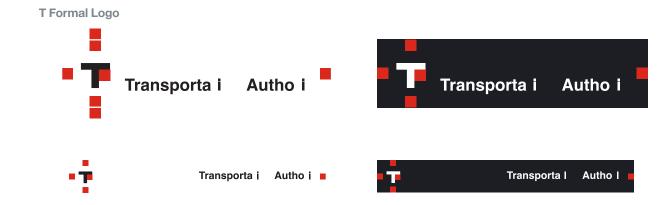
The clear space around the logo allows it to stand apart from any competing graphic elements or text.

The clear space is obtained from the relative length of one of the "arms" in the T, as shown here.

T Logo

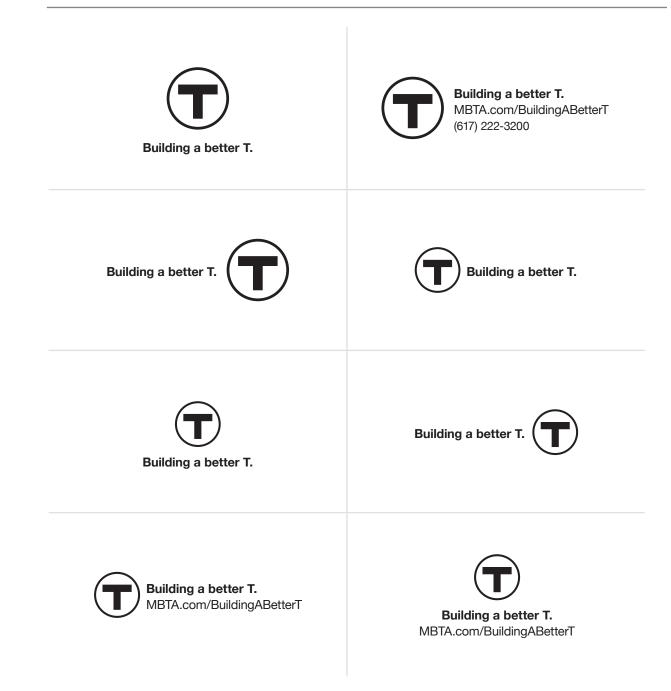






Building a Better T

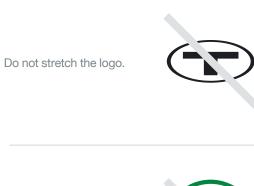
One of the core initiatives for many years forward is the Building a Better T program. Work will continue to disrupt service as well as improve it. In signage, wayfinding or other communications, whenever we talk about the work, explain the disruption or make clear the improvement, the Building a Better T logo should be used.



What Not to Do

18

The MBTA logo deserves to be treated with respect and used in a manner that doesn't alter or diminish its equity.



Do not use elements in the logo outside of the container.



Do not add gradient.



Do not alter the content of the logo.



Do not flip the logo.



Do not change the typeface.



Do not change the weight of any of the elements.



Do not add elements to the logo.



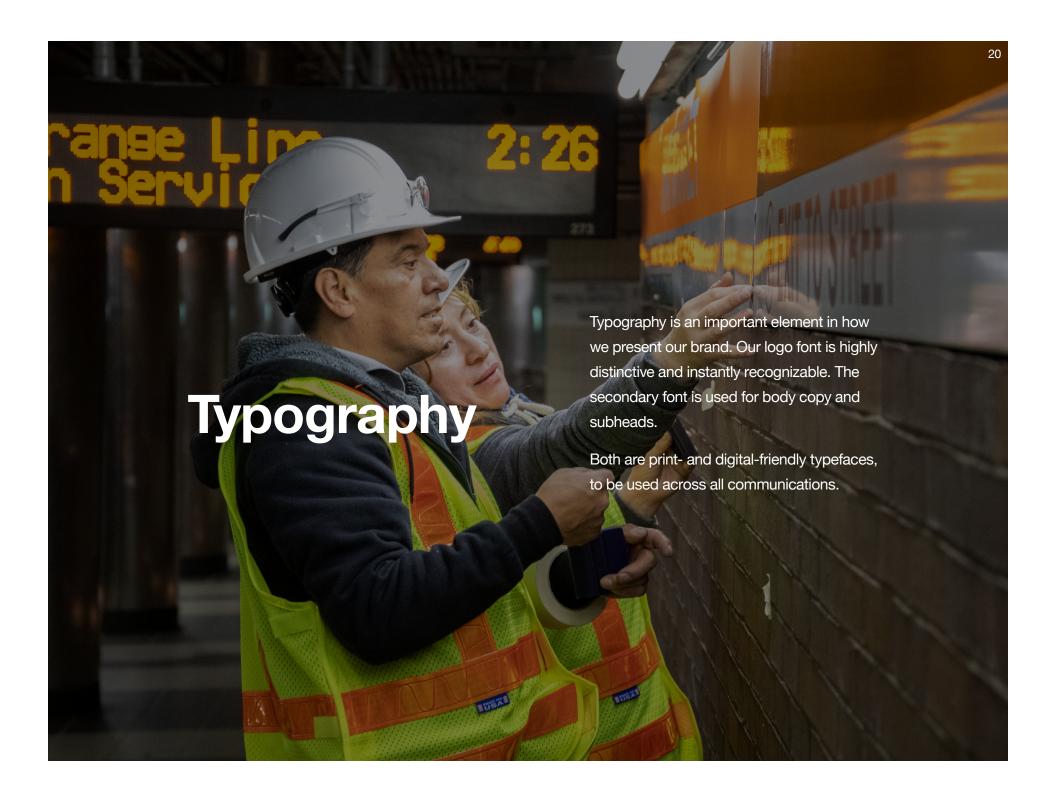
Accessibility 19

The T is committed to ensuring full access and inclusion for all. Therefore, all designs, layouts, signage and communications need to be created in ways that meet the needs of all. In addition to considerations of legibility, inclusivity and sensitivity, all work must be compliant with the standards of the Americans with Disabilities Act.

For more information, the following URL can be used as a guide and reference for best practices.

https://zeroheight.com/1d3b6ca00/p/886d78-accessibility





Helvetica Neue

This typeface, designed by Max Miedinger and other project members at the Haas'sche Schriftgiesserei, has become one of the most famous and popular typefaces in the world, thanks to the marketing strategy of Stempel and Linotype. It forms an integral part of many printers and operating systems. The original letterforms of Helvetica had to be modified for the Linotype system. Over the years, Helvetica was expanded to include many different weights, but these were not coordinated with each other.

In 1983, D. Stempel AG redesigned and digitized the "Neue Helvetica" typeface for Linotype and made it a self-contained font family. Today, this family consists of 51 different font weights.

The Neue Helvetica typeface sets new standards in terms of its form and number of variants. It is the quintessential sans serif font, timeless and neutral, and can be used for all types of communication.

Via:

myfonts.com/fonts/linotype/neue-helvetica

Helvetica Neue Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Medium Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 Web Typefaces

Inter

Inter is a typeface carefully crafted and designed for computer screens. It features a tall x-height to aid in readability of mixed-case and lower-case text. Several OpenType features are provided as well, like contextual alternates that adjust punctuation depending on the shape of surrounding glyphs, slashed zero for when you need to disambiguate "0" from "o," tabular numbers, etc.

Via: https://rsms.me/inter/

Inter Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Medium Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Semi Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Semi Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Inter Black Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Arial

This PowerPoint-safe font is simple, clean and very versatile.

Via:

https://www.fonts.com/font/monotype/arial

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Arial Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Arial Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 Sample Ad 24

A diagrammed sample execution helps demonstrate how these guidelines are used in practice.

Eyebrow: Type: Helvetica Neue Bold

Color: Silver Line Tracking: –20

Headline: Type: Helvetica Neue Bold

Color: MBTA Gray Dark

Tracking: -20

Body: Type: Helvetica Neue Bold

Color: Silver Line Tracking: -20

Capsules: Colors: MBTA line colors

Detail Header: Type: Helvetica Neue Bold

Colors: MBTA line colors

Tracking: -20

Detail Body: Type: Helvetica Neue Regular

Color: MBTA Gray Dark

Tracking: -20

Signoff: Logo with Building a Better T -

lockup

Border: Color: MBTA Subway Silver

20% Tint

September

Report to our riders.

We continue to Build a Better T. The work we are doing follows a long-range plan. And at the center of that plan is a commitment to a safe, reliable and more accessible transit system. As work continues and progress is achieved, we will be providing monthly updates, like these, to explain how what you've experienced as a rider is creating a better system.

We feel that the monthly report is the clear communication.

GREEN LINE BL

Anti-flooding measures, track and signal work, and more.

This September, we began work on important anti-flooding measures to protect the Green Line Fenway Portal tunnel from severe weather. We replaced over 24,000 feet of track and 6.5 miles of signals on the D Branch to ensure a comfortable, reliable Green Line. We also replaced dozens of intersections and 7,000 feet of track to reduce slowdowns and delays and improve access for pedestrians, cyclists, and drivers around the intersections.

RED L NE

Track maintenance and replacement.

This month, we stockpiled 13,000 feet of track and hundreds of track ties to allow our crews to keep the Red Line running smoothly at Cabot Yard. At Columbia Junction, we completed repairs of the signal control on the Ashmont branch to milmize blockages and make sure the train stays on schedule.

ORANGE LINE

Track replacement, water and electrical repairs.

This month, we replaced key track components and 3,100 feet of rail. We also made important waterproofing and electrical repairs. All of this helps your ride be faster, smoother, and safer.

BLUE LINE

Track maintenance and replacement.

We conducted important track maintenance work, including replacing hundreds of feet of old rail for a faster, more efficient Blue Line.

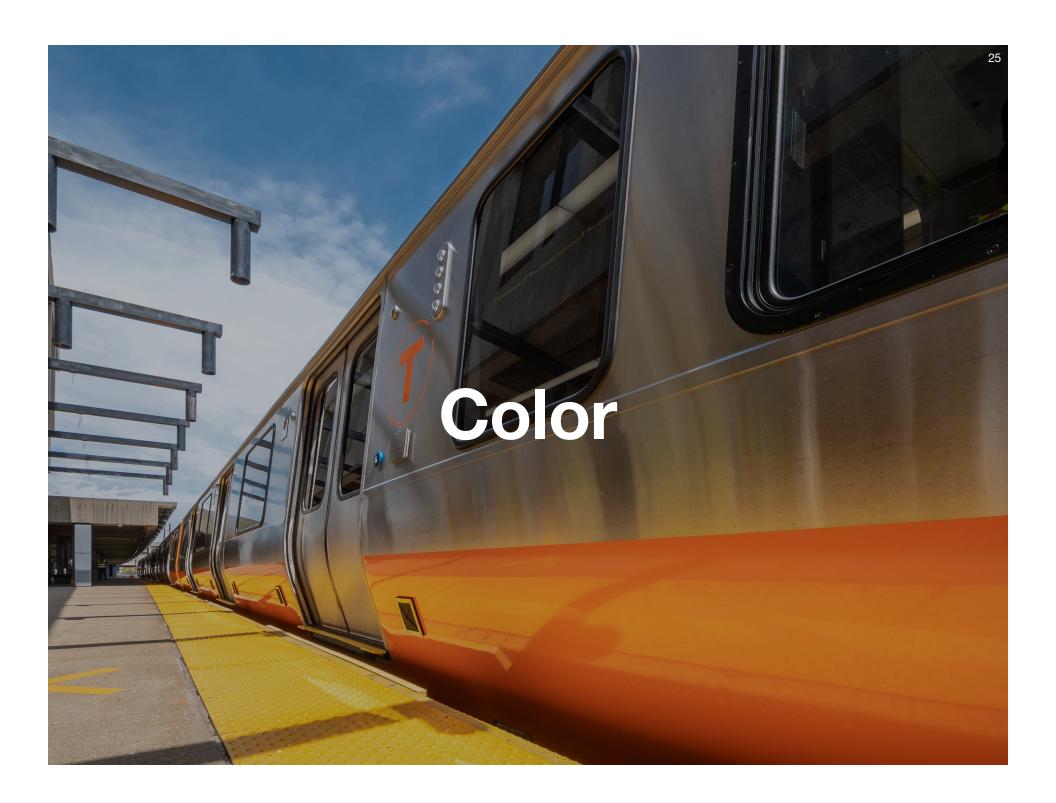
COMMUTER RAIL

Safety improvements

To further our goal of safe transportation, our crews worked on installing the Commuter Rail Positive Train Control system. We installed new signal systems underground cable, and signal houses, as well as drilled rail for track circultry. This will allow monitoring of Commuter Rail trains and manual control in emergency situations, increasing the safety of our passengers.



Building a better T.



System Colors 26

Color is a central means of communication on the T, representing different lines and modes of transportation. Occasionally a specific color will be used around a large project or event.



Green Line

This color was chosen because the Green Line travels along the trees and suburban lawns of Brookline and Newton. The subway runs from the Lechmere area, heading west to Boston College and Chestnut Hill.

PMS: 348 Green CMYK: 100.0.54.48 RGB: 0.132.61 Hex: 00843D



Orange Line

Orange was chosen because this line previously ran along Washington Street, once known as the Orange Way. This subway runs from the Malden/Medford area, heading southwest to Forest Hills.

PMS: 144 Orange CMYK: 0.49.100.0 RGB: 237.139.0 Hex: ED8B00



Red Line

The color choice was based on the Harvard Crimson, because this subway leaves from Cambridge, heading southeast to Braintree and Quincy.

PMS: 485 Red CMYK: 0.81.87.15 RGB: 218.41.28 Hex: DA291C



Blue Line

Because this line runs along the coast, it was named for the blue of the Atlantic. This subway extends from the Government Center area, transporting to and from the airport.

PMS: 293 Blue CMYK: 100.76.0.9 RGB: 0.61.165 Hex: 003DA5



Brand Bus

PMS: 1235 Yellow CMYK: 0.28.89.0 RGB: 255.199.44 Hex: FFC72C



Silver Line

PMS: 430 Gray/Silver CMYK: 50.34.27.11 RGB: 124.135.142 Hex: 7C878E



Ferry

PMS: 3135 Aqua CMYK: 100.0.22.10 RGB: 0.142.170 Hex: 008EAA



Commuter Rail

PMS: 249 Purple CMYK: 43.100.0.17 RGB: 128.39.108 Hex: 80276C



THE RIDE

PMS: 2227C CMYK: 60.0.16.0 RGB: 89.190.201 Hex: 59BEC9 Additional Colors 27

In addition to the colors we use across the system to represent lines and modes of travel, different initiatives and projects sometimes have a specific color assigned to them. These colors, much like the system colors, aid in quick communication and extend understanding.



SWA Blue

A vibrant cyan created for the System-Wide Accessibility initiative.

PMS: 306 C CMYK: 76.0.0.0 RGB: 0.181.226 Hex: 00B5E2



MBTA Gray Dark

PMS: 419 C CMYK: 76.65.66.90 RGB: 33.35.34 Hex: 212322



Dark Winter Blue

Created for use in winter advisories.

PMS: 2767 C CMYK: 100.71.0.66 RGB: 19.41.75 Hex: 13294B



Midwinter Blue

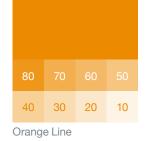
Created for use in winter advisories.

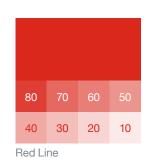
PMS: 2172 C CMYK: 81.43.0.0 RGB: 20.123.209 Hex: 147BD1 Tints 28

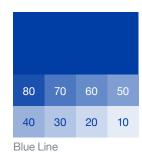
In addition to the colors, tints of the colors created by adding white can be used. Any percentage of tint may be used.

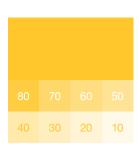
Tint colors' intended use is for backgrounds, and there should always be high contrast between typography and the background color to ensure maximum readability.





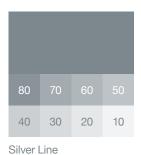


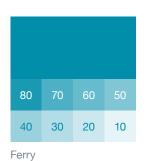


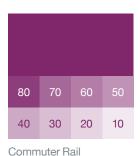


Bus

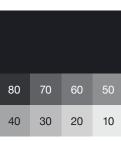
THE RIDE







80	70	60	50
40	30	20	10



Gray Dark

Color in Use

The strategic use of system colors appears frequently in our communications. When used, the color reflects the content of the communication. For example: orange when the subject is the Orange Line, multicolor when the subject is numerous lines. This can be used in type, background or border. For type, use color sparingly.



We use line colors to represent the lines.

Ride Safer.

Our commitment to public health on public transportation.

MBTA.com/RideSafer



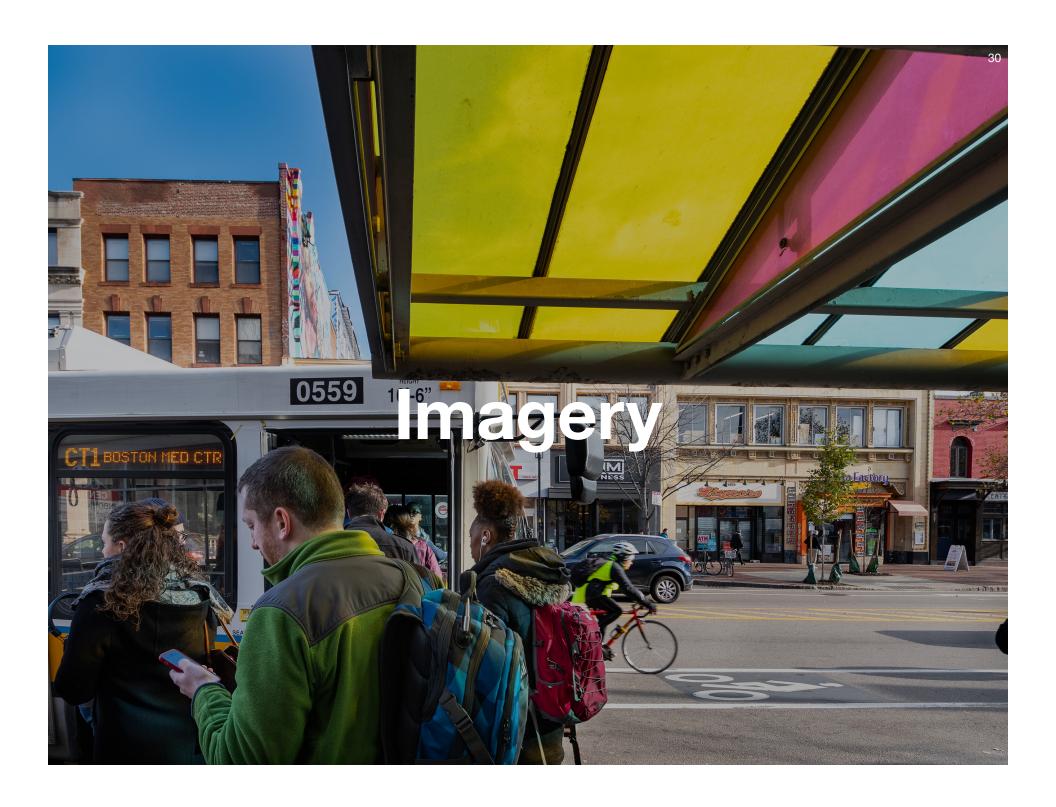
When the communication is about more than one line, mix line colors in the headline and/or CTA.



Avoid using red and green combinations, as their pairing's assocation with Christmas can be distracting.



Use these color choices with restraint. Make sure there is enough contrast between the background and foreground, as well as between adjacent colors.



Vehicle Icons 31

All vehicle icons should be sourced from the guidelines. They can effectively communicate how to navigate the system across cultural and language barriers.







Subway Train



Commuter Boat



Mattapan Trolley



Van



Bus

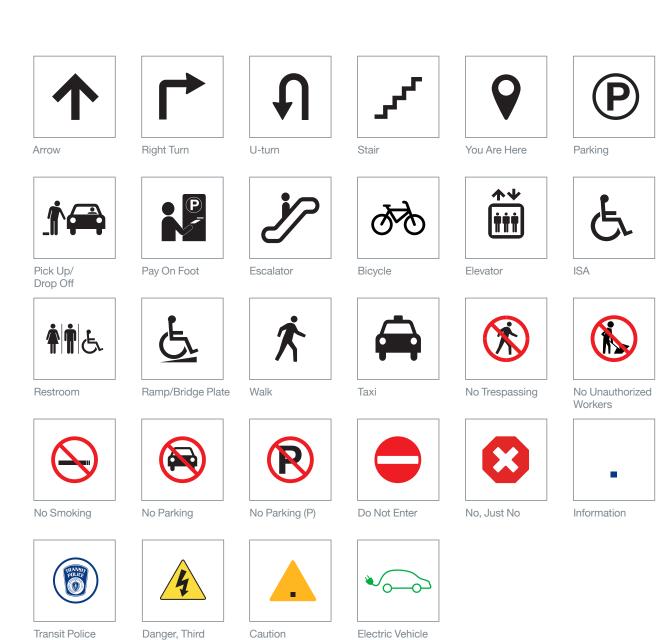


Light Rail Subway Train

Wayfinding Icons

Rail

All wayfinding icons should be sourced from the guidelines. They can effectively communicate how to navigate the system across cultural and language barriers.



Pictograms 33

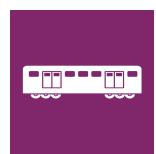
In many forms of communication, we use pictograms (a pictorial representation of an object, place or item).

Good pictograms should be literal and easy to understand no matter what the language or cultural differences. Often pictograms are combined to form simple instructions or messages.









The best graphic is built for speed in that it is instantly recognizable. It is easy to decode and gets right to the point. Like our T logo itself, it has a straighforward, modernist timelessness.









The graphic should be simple, clean and modern, reflecting the aesthetic sensibility of the brand.









Literal illustration is not what we're after. We are not attempting to depict the world. Pictograms help our riders navigate and use our system as smoothly and quickly as possible.

On Photography 34

Photography is a very powerful means of communication and subsequent connection and understanding.

The quality that defines the photography we use is realness. Images should always be crisp, clear accounts of a world of progress within the T. Photography should always project a positive experience for the potential T customer. Use real MBTA employees doing real jobs, and show a wide range of job functions and system locations.

Look for: Avoid:

Authentic Dark

Clear Stale

Modern Frivolous

Culturally diverse Complex

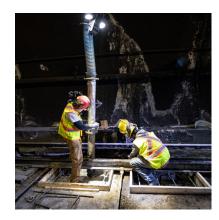
Clean Artificial

Editorial Overproduced

Natural Silly

Grainy

Washed out



















How We Source Imagery

Any customer-facing creative concepts that require use of images/photography need to be vetted and approved by the Customer Experience department, which can recommend appropriate resources for procuring those files. This is also applicable to the creation of iconography and illustrations.

No images that are sourced as free are to be used in advertising or communication material, no matter the communication platform.

It is important to fully understand the terms and conditions when selecting and using stock imagery. The terms should be dissected by the appropriate team to ensure proper permissions are obtained prior to any use. It is important to make sure you obtain the rights associated with the images you wish to use by working with the image owner directly, as well as contacting the people in the image.

Please note there are sites that offer strong indemnifications to their end users.

A few sites we suggest sourcing from include:

Getty Images gettyimages.com

Plain Picture plainpicture.com

The Noun Project thenounproject.com









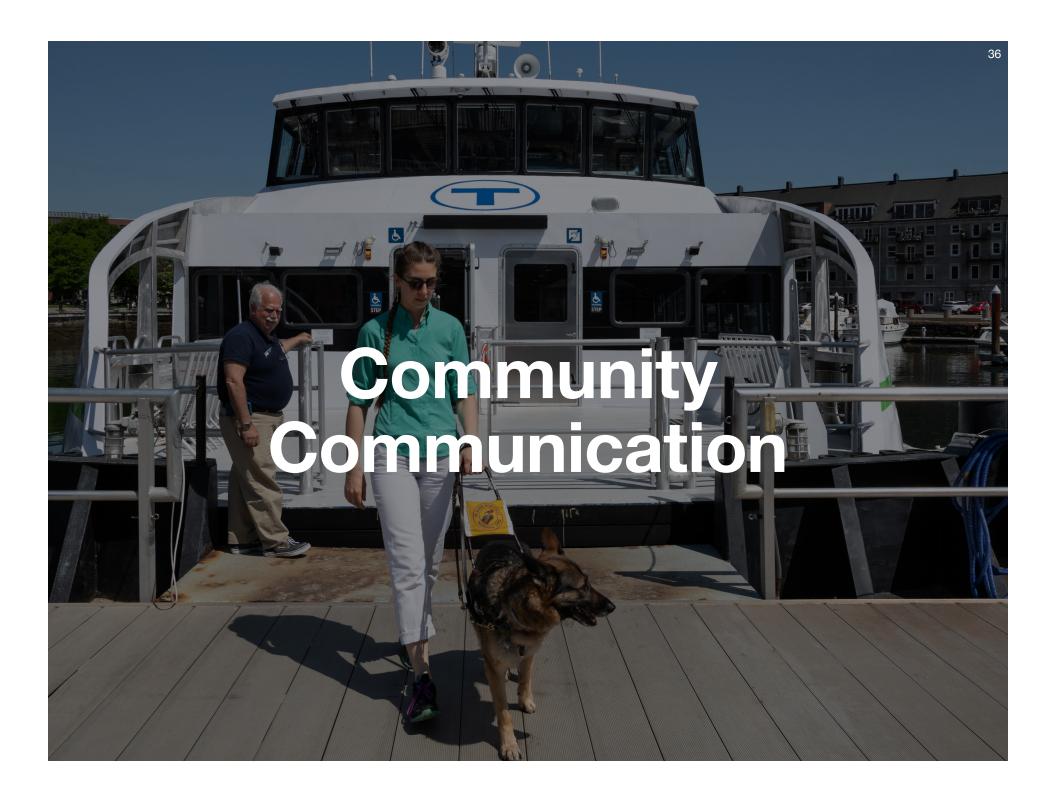








The Noun Project



Public Meeting Flyer

When communicating with the communities we serve, extra care should be taken to ensure the tone and sentiment of the communication reflect our attitude of always acting "in service" of others.



Come share your thoughts on the future of MBTA fare collection.

We're working hard to make the T better, more efficient and easier for you. And a new fare collection system is just one of the many new initiatives we're putting in place to help move us into the future. With this new system, how you pay for the T will be improved upon and updated, and it's important your voice and opinions are heard.

JOIN US:

Saturday, October 27, 2018 1:00 PM-3:00 PM

AS WE DISCUSS:

- Fare payment options
- Reloading CharlieCards
- CharlieCard distribution locations

at the Mandela Residents Co-Op Association Community Room

Win a preloaded CharlieCard.



To learn more, visit mbta.com/afc2 or send questions to charlie@mbta.com.

Note: This meeting is accessible to people with disabilities. For accommodation or language assistance requests, please contact INSERT MEETING ORGANIZER'S NAME & TITLE at XXX-XXX-XXXX or XXXXXXXX (mebta.com. Requests should be made as soon as possible, ideally at least ten business days before the meeting.

Digital

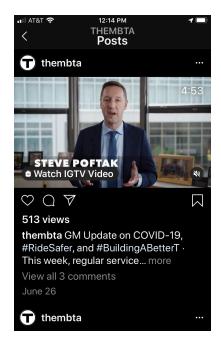
Social media connects the MBTA with our riders directly and in real time. Using platforms such as Instagram, Twitter and Facebook, we share news and service updates and provide helpful tips and information about special events. Social media requires a level of transparency, sharing bad news along with the good and acknowledging and owning problems. We communicate clearly and succinctly, with context and empathy for the journey of our riders.



People posts: The T is a people brand, and when we share posts featuring our people, we are showing our brand at its best. Humanizing and personalizing the relationship our riders have with us, often these posts are photography.



System posts: Share new system enhancements and features.
Announce holiday or special-event changes in service. Turn the steady progress, the rider-focused service and the focus on safety into a steady stream of content. Simple posts, videos and infographics all play a role here.



News posts: Nothing communicates transparency more effectively than regular updates featuring news about the system. Not all news will be great news but, by telling our story truthfully, we are immediately part of the solution to the problems we report on. Video is a great way to tell longer, more involved stories.

Social Media Guidelines 40

Social media buttons are rounded. The text is knocked out, left-aligned and centered vertically in the circle. In addition to pointing to another source of information, the platforms, Facebook, Twitter and Instagram, reinforce the rider-first orientation of our organization.



Facebook





Twitter

Instagram

URLs and CTAs

CTAs (calls to action) lead our riders to the next point of communication. The MBTA utilizes URLs as CTAs. This directly connects the reader to the web address where they can take action or learn more. A URL is globally understood to point to an address on the Internet. By giving riders just the URL, we are acknowledging this fact and treating the rider intelligently. This also creates easy-to-remember links and links that clearly communicate what is waiting at that address. We capitalize the first word of each letter to make reading quicker.

Examples:

MBTA.com/RideSafer MBTA.com/BuildingABetterT

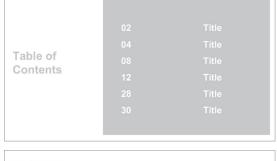
Internal Communications

PowerPoint Slides 43

Whether internal or external, a presentation is an important touchpoint for MBTA.

Avoid crowding too much information on each slide. Use bullets rather than sentences. Use visuals and graphs.

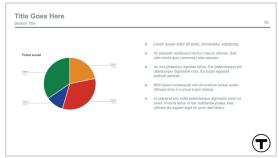














Business Cards 44



Erica Baker

Senior Director of Customer Marketing

Massachusetts Bay Transportation Authority

Customer Experience Department 10 Park Plaza, Suite 5610, Boston, MA 02116

office: 617-222-6610 cell: 857-332-3385

email: ebaker@mbta.com

A Division of MassDOT

Letterhead 45



Transporta i Autho i

Charles D. Baker, Governor Karyn E. Polito, Lieutenant Governor Stephanie Pollack, MassDOT Secretary & CEO Steve Poftak, General Manager

Ten Park Plaza, Boston, MA 02116 MBTA.com

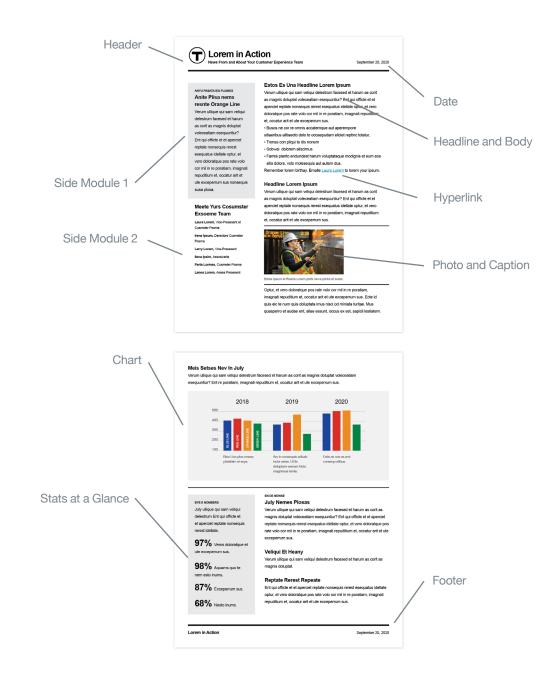




#10 Envelope



General Newsletter Template



Email Signatures 48



Thomas M. Barton
Director of Design & Visual Arts
Massachusetts Bay Transportation Authority
10 Park Plaza, Suite 5610, Boston, MA 02116
O: 617.222.5856 | M: 857.332.6351





























Questions/Contacts 56

For any questions or help interpreting these guidelines, email:

Tom Barton at TBarton@mbta.com

David Wood at DWood@mbta.com