

Passenger communications

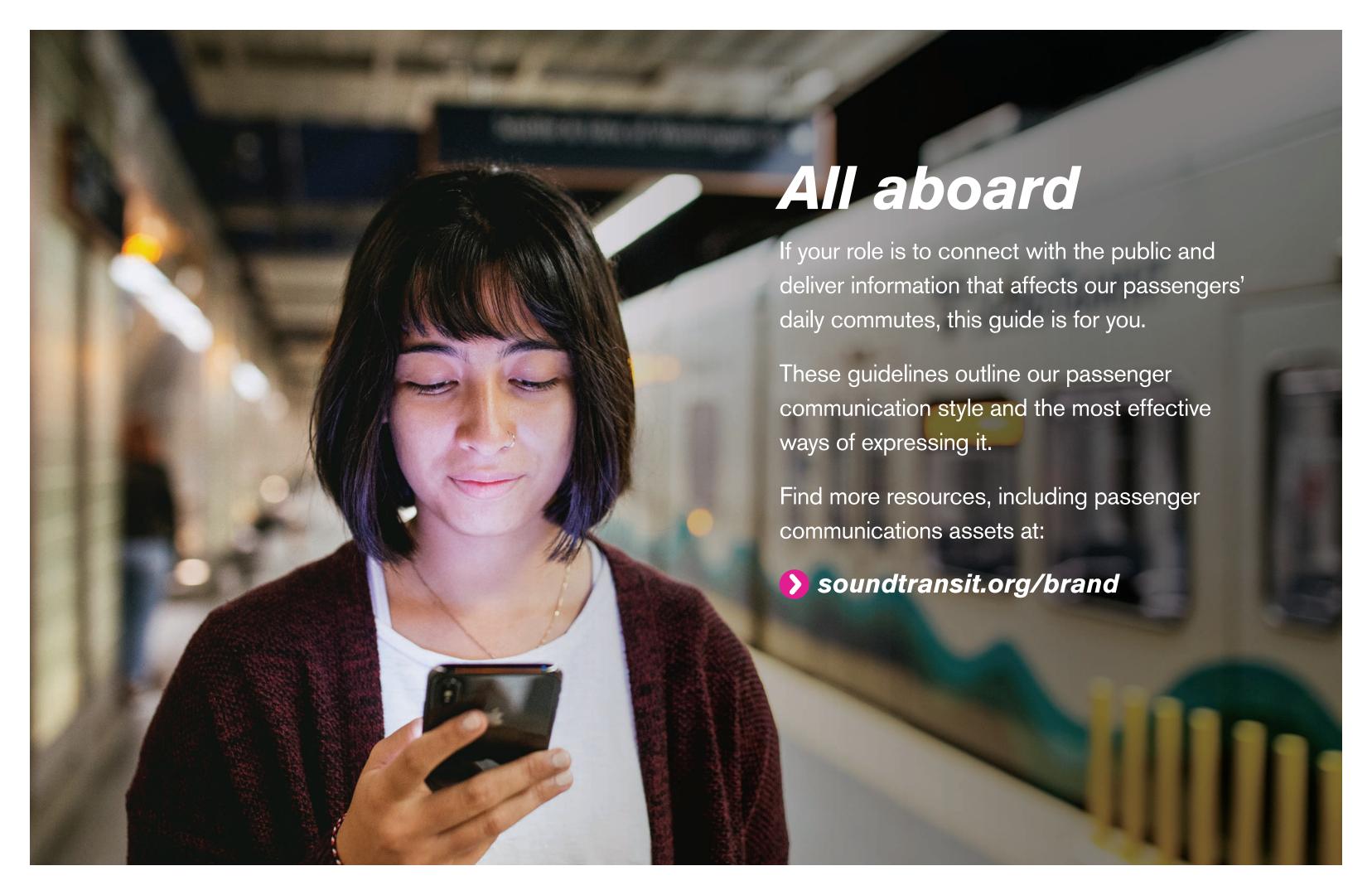
Style guide, v1.0 | May 2021

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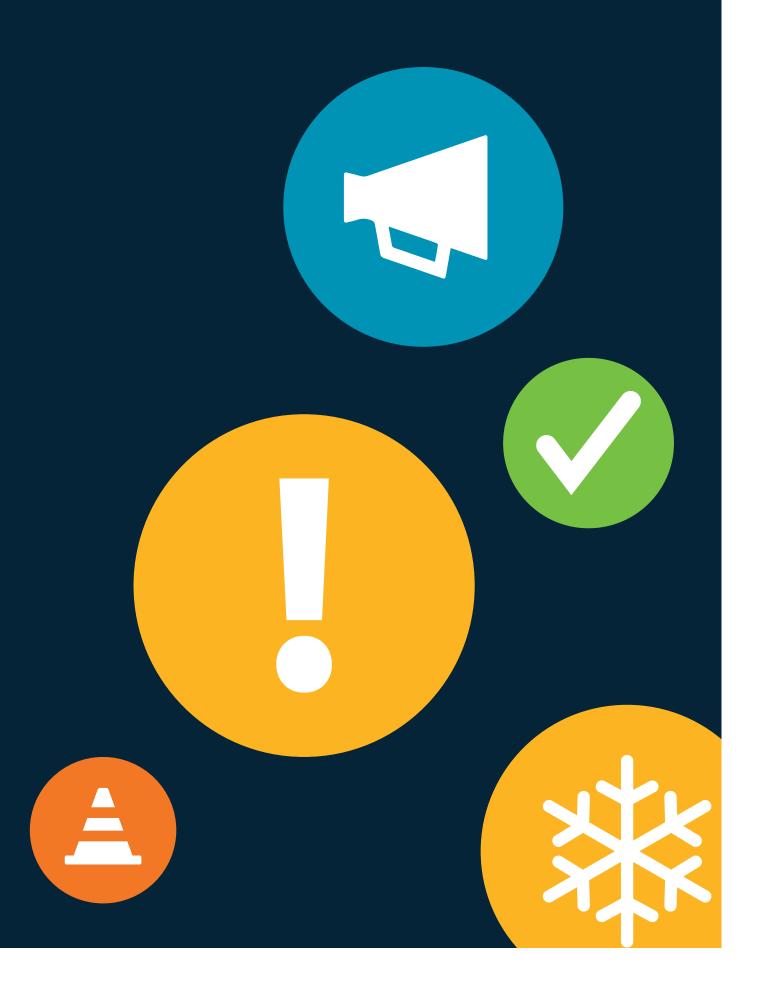
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# Style strategy

As we serve Link, Sounder and ST Express passengers, it's important that we keep them informed of any changes or updates to their commutes. Our communications style is easy to understand, visually engaging, friendly and consistent — which gives our riders confidence that we will transport them to destinations safely and on schedule.

Use this guide to ensure that our visuals and voice are consistent across all of our customer touchpoints.



# **Customer touchpoints**

There are many ways we connect with our passengers and they connect to us. We call these connections touchpoints. These touchpoints keep them informed and updated, so they can manage their daily commutes or plan ahead for evening and weekend trips.

Our passenger communications style is consistent across all of our customer touchpoints. It's easy to understand, and it's relatable, so we can better serve the diverse communities within our service area.



# **Customer journey**

All of our customer touchpoints have distinct purposes. They allow us to connect with riders to deliver specific types of content and provide a better user experience. Here are three main purposes:

#### **Alert**

Notifications — digital and print — with the purpose of calling attention to temporary changes or service disruptions, and giving riders our alternatives.

#### **Inform**

These provide more content and tools to help riders understand the system and stay aware of the latest developments.

#### **Update**

Notifications — digital and physical — with the purpose of updating service changes or the conclusion of service disruptions.

# **Major touchpoints**

Below are some examples of our communications style.

Alert Update







**Customer touchpoints:** 

SoundTransit.org

- Ride with Us
- Service alerts
- The Platform blog
- ST microsites

Social media

- Paid
- Organic

Email
Text messages

Print

- Temporary signage
- Brochures and rack cards
- Posters and channel cards
- Vinyl banners
- Displays



When presenting ourselves to our riders, all of our information should have a consistent look, feel and tone — in other words, a unified style expression. This improves our riders' experience, because it's identifiable, relatable and builds trust in our brand promise.

The following elements make up our style expression:

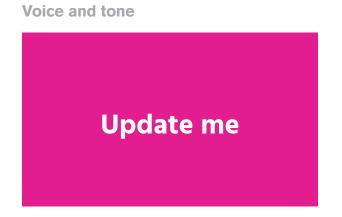
Voice and tone
Colors
Typography

Iconography
Illustration
Photography



# **Overview**

These elements make up our style expression:



Colors



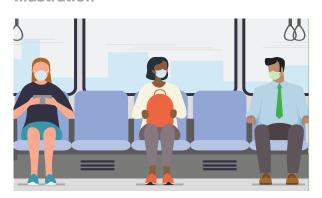
**Typography** 



Iconography



Illustration



**Photography** 



#### Voice and tone

# Hello. We're Sound Transit.

Think of us as your smart and likable friend you can count on to help you navigate our system and keep you informed on the latest developments. Our trusted advice is simple, helpful and conversational. **Our Voice and tone is:** 

Positive Conversational Knowledgeable Genuine Helpful Empathetic Competent Confident

These guidelines give you some boundaries so no matter what you're communicating, and to whom, it should feel like it's coming from the same person.

#### Voice and tone

#### **Customer insights**

People's feelings and emotions are different, depending on the kind of information they seek or receive. Knowing and understanding this will help you craft messages to ease their concerns and guide them in a positive direction. Here are some examples:

#### **Alert**

#### Fear | Anticipation | Anger | Relief

"How am I going to make my connection?" to "It looks like there is a another bus that will get me there."

#### Inform

#### Caution | Uncertainty | Positivity | Excitement

"How do I take Link light rail to the airport?" to "Where do I put my luggage?" to "This is way better than driving and a lot cheaper than parking at SeaTac."

#### **Update**

#### **Anticipation | Relief | Excitement**

"Are they almost done with that construction project?" to "This is going to make my commute so much easier."

## **Voice and tone**

#### **High-level messaging**

When it comes to headlines and alerts, we want to ensure that they are simple, empathetic and convey competence. The tone needs to assure that we care about our riders and their concerns.

Alert Please allow extra time.

Inform Know before you go.

Update Link light rail is back on track.

## **Colors**

Use this color for ST Express bus service.

① ■ ② Use these colors for Rider/Service Alerts.

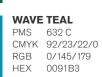
Use this color for calls-to-action.

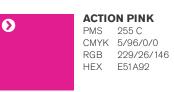
AA Colors meet the accessibility standard for sufficient contrast for readability. This applies in instances when text is placed on top of the color. Note the use of white text for darker colors and black text for liahter colors.

① Use these colors for service lines on interactive/responsive web maps and in user interfaces.



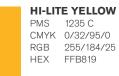






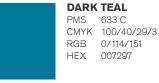








**GO GREEN** PMS 368 C CMYK 59/2/100/0 RGB 118/188/67 HEX 76bc43







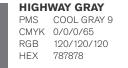


**PARKS GREEN** PMS 30% 368 C CMYK 18/0/30/0 RGB 208/231/187 HEX D0E7BB

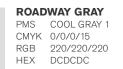
WATER BLUE PMS 60% 290 C CMYK 16/2/2/0 RGB 213/231/243 HEX D5E7F3







**SERVICE GRAY** PMS COOL GRAY 6 CMYK 0/0/0/40 RGB 170/170/170 HEX AAAAAA





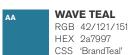
#### Soundtransit.org, online surveys and other agency microsites.

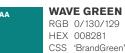
Optimized for desktop and mobile screens.



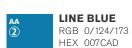
WAVE BLUE RGB 43/55/110 HEX 2B376E CSS 'BrandNavy









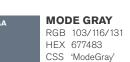






CSS 'LineBlue'

CSS LineGreen'



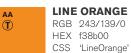


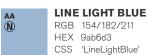


**ALERT GREEN** RGB 52/168/83 HEX 34a853 CSS 'UtilityGreen'

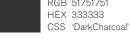














BEIGE
RGB 245/245/245
HEX f5f5f5
CSS 'NeutralBeige'

#### **SERVICE LINES**



LINK 1 LINE PMS 361 C CMYK 76/4/100/0 RGB 61/174/43 HEX 3DAE2B



LINK 2 LINE PMS 299 C CMYK 81/18/0/0 RGB 0/160/223 HEX 00A0DF



**LINK 3 LINE** PMS 232 C CMYK 6/85/0/0 RGB 237/64/169 HEX ED40A9



RGB

HEX

LINK 4 LINE PMS 2582 C CMYK 42/78/0/0 177/79/197 B14FC5



LINK T LINE PMS 144 C CMYK 2/55/100/0 RGB 243/139/0 HEX F38B00



STRIDE S1, 2, 3 LINE PMS 124 C CMYK 7/36/100/0 RGB 235/169/0 HEX EBA900



**SOUNDER N & S LINE** PMS 644 C CMYK 39/20/7/0 RGB 154/182/211 HEX 9AB6D3

Words communicate, and so do typefaces. They offer subtle visual cues to frame our messages, reinforce our identity, and complement our Voice and tone. Our Rider Information typeface families consist of **Akzidenz Grotesk, Nunito Sans and Hind.** Use Akzidenz Grotesk for print, social media, animations and video graphics. Use Nunito Sans and Hind for web (HTML) fonts on <u>soundtransit.org</u>.

**Akzidenz Grotesk** 

# Know before you go

So many ways to travel, so little time:

soundtransit.org

**Nunito sans + Hind** 

# Ride with us

Looking for a stress-free, easy way to get around the Puget Sound? Just jump on Link light rail, Sounder train or a ST Express bus.

**New to Sound Transit?** 

#### Print, video and social

Our core typeface, **Akzidenz Grotesk**, offers a clean and clear complement to our full style expression. Use it for printed materials, social media assets, videos and .gif animations.\*

**Akzidenz Grotesk Bold Italic** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 10234567890 **Akzidenz Grotesk Regular** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**Akzidenz Grotesk Bold** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**Akzidenz Grotesk Regular Condensed** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 10234567890

#### **Web-based products**

Our web and digital properties call for a more open-source typographic solution. Complementary to our core typeface, **Nunito Sans + Hind** together set the standard on our agency website and outreach microsites.\* Use Nunito Sans for headlines and subheads, and use Hind for bodycopy.

**Nunito Sans Black Italic** 

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 10234567890

**Nunito Sans Regular** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**Hind Bold** 

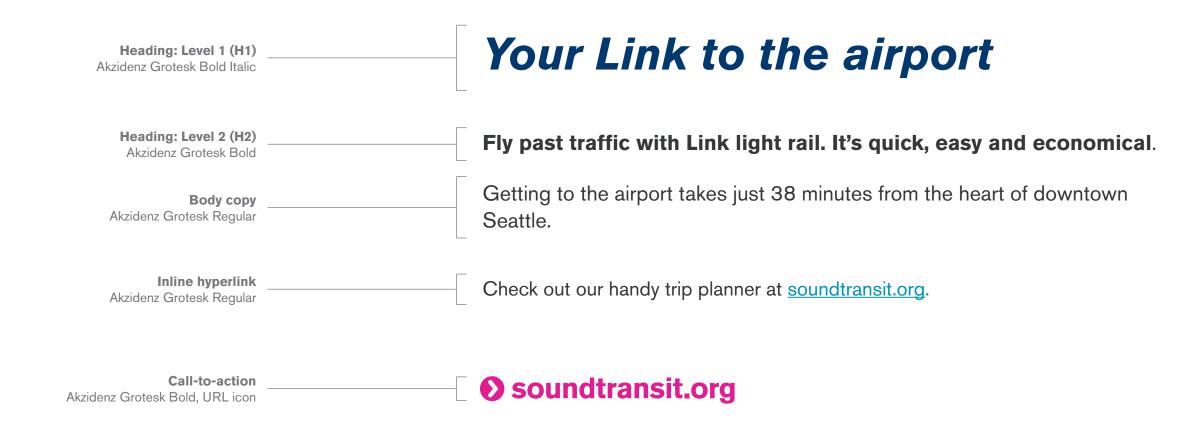
#### ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**Hind Regular** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

#### **Usage**

Not all copy fits neatly into this style format. So use this as a starting point to help you design more elaborate communications.



# Graphic assets

We've developed a library of visual elements that are available to better help you communicate with our riders.

For access to these and more assets, go to:

soundtransit.org/brand

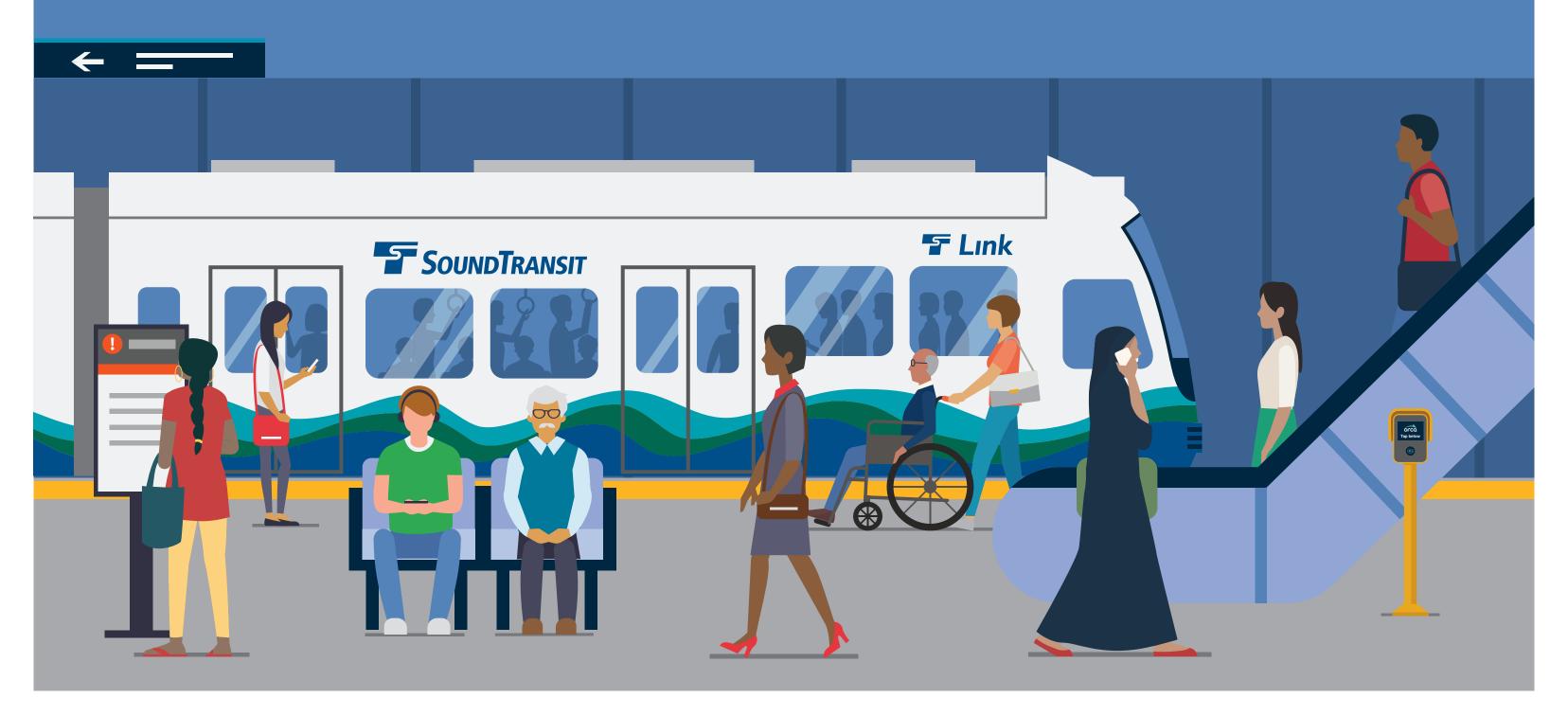


# **Iconography**

Our icons are universal. They share ideas that bypass language and literacy barriers and act as a visual language to help our riders navigate our transit system. Our passenger communications icons are a branch of our larger icon family — simple, elegant shapes that successfully depict complex concepts and ideas.



Illustrations can often convey what photos can't. When communicating simple ideas or complex instructions, we need visual tools that tell stories and inform our riders, often without the use of language.



#### **Core elements**

Use simple Illustrations, like these, in combination with other shapes and elements to create dynamic visual graphics. These and many more are available in the Sound Transit illustration library.















**Passengers** 

Accessibility

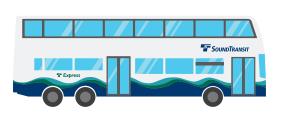
**Diversity** 

**ST Ambassadors** 

Tap readers

**Bicycles** 

**Trip planning** 













**Sound Transit service vehicles** 

**KCM** service vehicles

**WSDOT** ferries

Cars/parking

**Service modes** 

**Ticket vending machine** 

#### **ST Vehicles**

to download these images.

Here are two illustration styles of Sound Transit vehicles. Consider the final size, location and audience of your communications when choosing a style. The photo-realistic style is visually dynamic for promotions and sponsorships. The simple style illustrations are perfect for infographics and animations.

# Photo-realistic vehicles Go to: https://www.soundtransit.org/get-to-know-us/our-brand

Simple style vehicles

| Value | Value

#### **Principles and tips**

Use illustrations for a purpose, not to decorate. They should communicate a single and specific scenario. Always be instructive and purposeful, never decorative or superfluous. Use the following tips to guide your communications.



#### Tell a clear story

Visual metaphors can communicate complex ideas and detailed instructions. Visual storytelling is about using metaphors to symbolize big ideas.

Simplify the story down to the basic elements to maintain clarity.



# Use geometry and simple shapes

Keep shapes simple and geometric. For people, use real body postures and remember that the human form is never static.

Think in layers. The farther away from the focal point an object is, the less detail it needs.



# Keep an open composition

Give the story room to breathe and don't include unnecessary detail. Stay simple and maintain a central focal point. Elements that don't add to the story can be eliminated.

#### **Principles and tips**

Good compositions can communicate valuable information nonverbally, which makes translations easier and promotes positive brand equity.



#### **Show diversity**

Illustrations can effectively portray diversity and inclusion for all of our passengers and the communities we serve.





# Friendly, approachable and authentic

Our employees are friendly, helpful and approachable. Use our Illustrations to communicate this to our audience, so they feel comfortable in our stations and on our vehicles.





ST brand colors should be dominant in every composition, to maintain accuracy and consistency. When our materials are consistent, they are easily noticeable and identifiable, even when placed out of context.

# Photography/video

Our photo library has a unique style that beautifully features our services and stations. There are hundreds of images to help riders understand our system better. When selecting photos, consider the nonverbal information in the composition and how it supports the message of your communications.







# Photography/video

#### **Considerations**

Use these tips to help you select the right photography for your projects.

#### Do this:

Select close-up images to capture specific information and clearly show the Sound Transit vehicle.



Always portray our ambassadors as friendly, approachable and helpful. This builds trust with our riders. Show their faces and let the image tell a story.



Use specific images to show bus routes, bus numbers or a notable stop on the schedule. This helps riders quickly identify valuable information that could affect their commute.

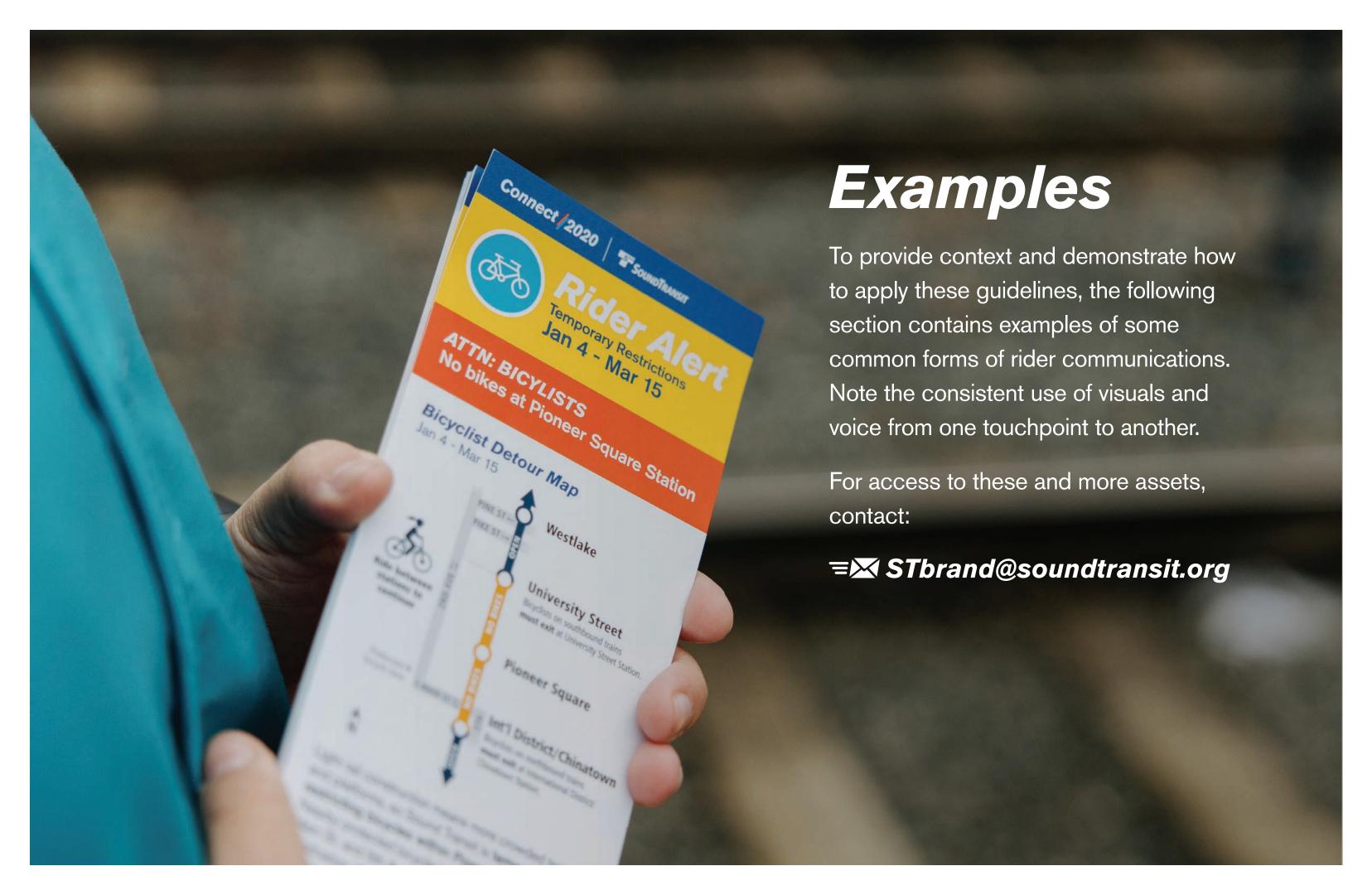


Select images of passengers that are interesting and have a purpose. Show diversity and authenticity. This ensures that passengers will feel welcome on our system.

#### Don't do this:

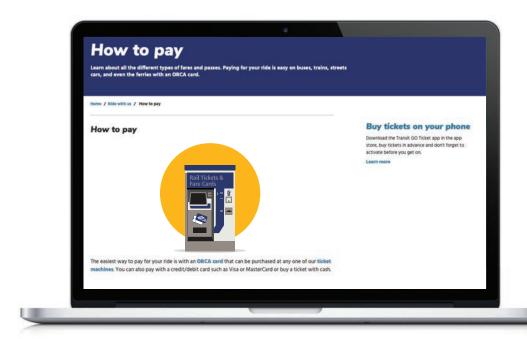
While this photo shows an ST bus, it's not prominent in the picture and looks incidental to the scene. The location is meaningless and the passengers appear without purpose. The image tells nothing about our services, our stations or our passengers.



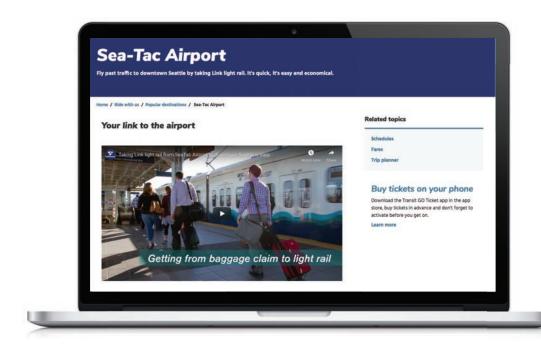


# **Agency website**

Soundtrasit.org and ST microsites are the hubs where riders get information and updates. When producing content, use descriptive photography or simple illustrations to clearly communicate information and shape a user-friendly experience.







#### **Image Sizes**

Blog post: 816 x 544 pixels Blog landing page: 1296 x 540 Category article post: 1296 x 648

# **Video graphics**

Sound Transit videos are one of our most engaging channels for passenger communications. Good typography and graphics shape the details of the video and pass on information seamlessly to the viewers.

#### Title card/intro

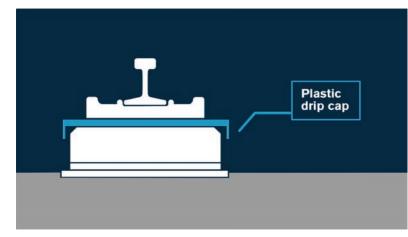


Use bold type and a colored outline box to contain the title and logos. The color should match the service line or construction project featured in the video. If necessary, use a darker tone within in the box to maximize contrast and legibility.

#### **Captions/infographics/lower thirds**



Use white type for names and job titles. Add a color underline to identify the service line or construction project.



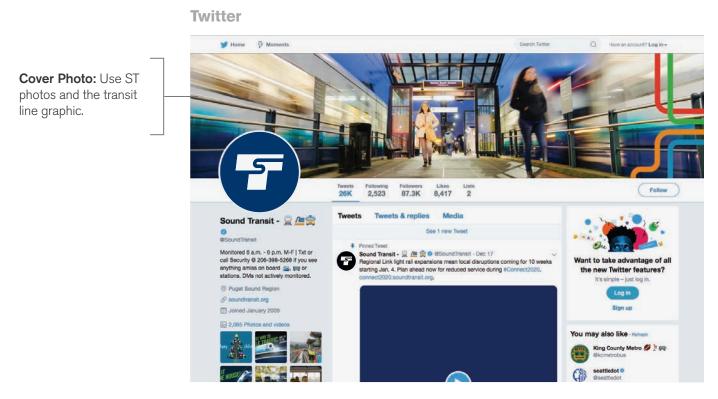
Use white type and colored outline boxes. The color of the outline box should match the service lines or construction project.

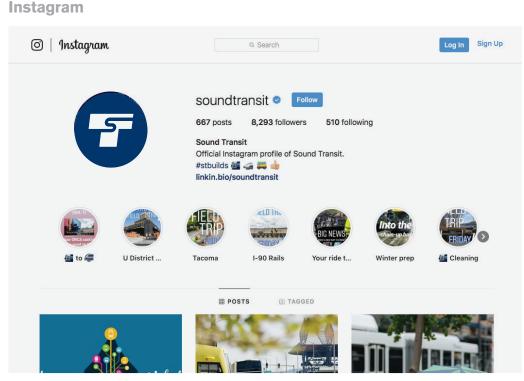
## Social media

#### **Profiles and covers**

The Sound Transit logo is consistent across all social media platforms for ease of recognition and readability. Use only the ST letter graphic as our profile image and select dynamic photos from the ST photo library for the Cover Photo. All of the elements work together to create a branded space.







## Social media

#### **Service alerts**

Sound Transit service alerts are clear, easy to read and consistent. They call attention to the type of alert, while the copy in the social post communicates more specific information and/or hyperlinks to the page on ST.org.

Twitter/Facebook

5

Interstate

lane closures











#### Sizes

Twitter/Facebook: 1200 x 675 pixels Instagram Stories: 1080 x 1920 pixels

LIGHT RAIL CONSTRUCTION

## **Social media**

#### **Service changes and updates**

Use accurate photos and graphic icon tags to make these easy to read, even on the smallest digital devices. Call attention to the type of alert and let the copy in social post give the details.

#### Twitter/Facebook



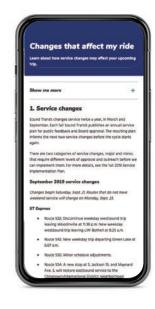












Always cross-check that the social media images and information are accurate and match the content posted on soundtransit.org.

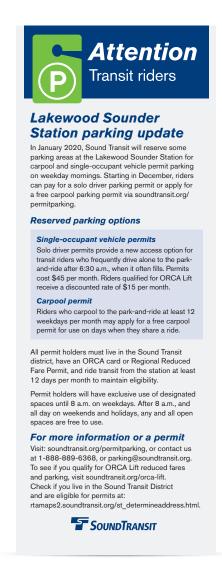
#### Sizes

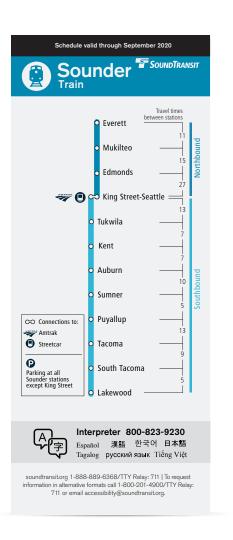
Twitter/Facebook: 1200 x 628 pixels Instagram Stories: 1080 x 1920 pixels

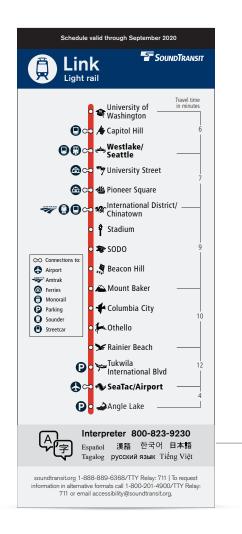
## **Brochures/rack cards**

Brochures and rack cards communicate detailed rider information, like maps, schedules and updates. Consistent use of Sound Transit icons, illustrations and colors make these easy to identify and understand.









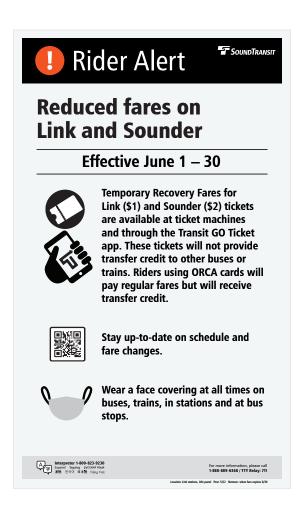
**Language lockup:** use a template for this information on all printed materials. Always place at the bottom of the front (or back) of brochures.



Interpreter800-823-9230Español漢語한국어日本語

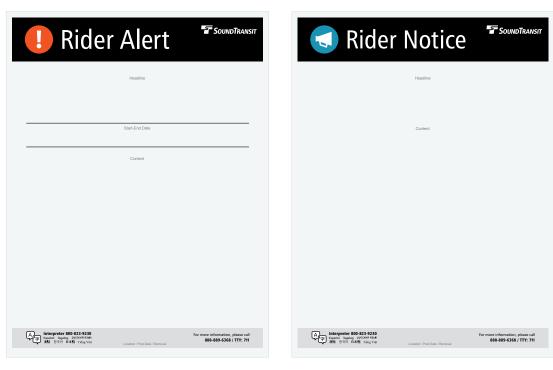
# **Temporary signage**

Temporary signage is essential for alerting and informing passengers in our stations and vehicles. Consistent use of fonts, iconography and colors give visual cues to understanding the sign's intention at a glance.





#### **Design templates**

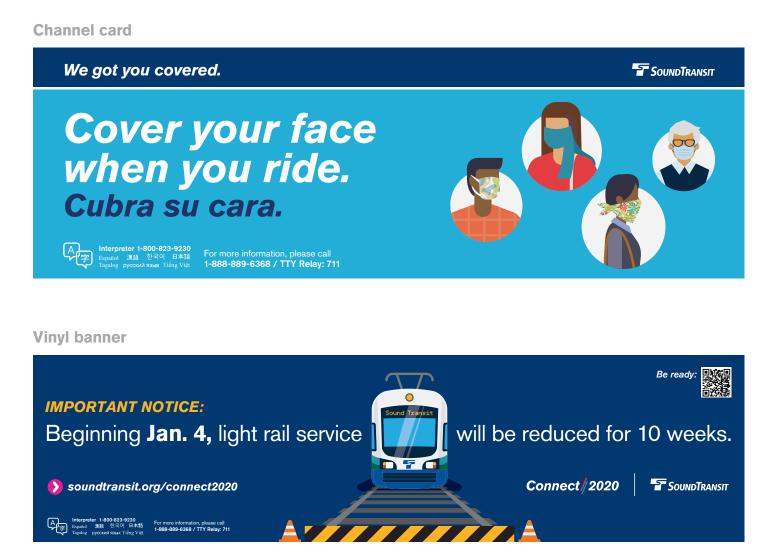


Templates have been created to ensure design consistency and information hierarchies.

# **Promotional posters/banners**

Promotional and public service posters and banners, unlike temporary signage, can have more personality because the messages are generally more broad and brand-focused. These are often placed in less visible locations, so they rely on bright colors and illustrations to capture the viewer's attention.





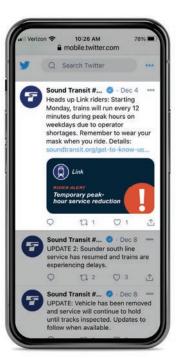
## **Service alerts**

For most passenger communications, the messages are clear and simple. Use multiple touchpoints to ensure that riders get the information they need. Temporary signage, text messages and social media are applied to get the main message out to the public, and soundtransit.org is the hub for more detailed information.

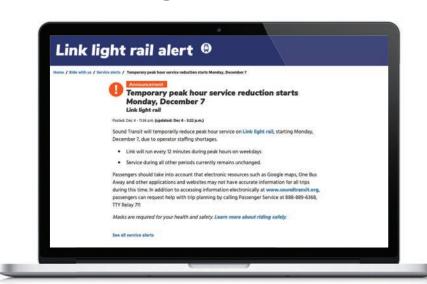
#### **Temporary signage**



#### **Organic social media**



#### **Soundtransit.org**



# **Campaigns**

For big events, like system changes and station openings, a full campaign of communications is necessary to inform our riders at multiple touchpoints. Consistent messaging and graphic standards provide clarity, so our riders can understand the message and gain confidence in our services.



Organic social media



**Soundtransit.org** 



Display sign



**On-board posters/channel cards** 



**In-station vinyl banners** 



For more information about this style guide and to access assets and templates, contact:

**≡X**STbrand@soundtransit.org

