

BRAND IDENTITY GUIDELINES

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COURTYARD BY MARRIOTT

In this guide, you will get to know a little more document is a guide to all of the Courtyard by Marriott brand communications, both internal and external. The purpose is to ensure that we stay consistent in our voice, look and style. Consistency across all channels.

Brand Tagline

PASSION MOVES US FORWARD

Courtyard is the first hotel built for business travelers and ever since we opened our doors 35 years ago, everything we've done has been fueled by the same passion: to help our guests follow theirs.

INTRODUCTION

The Courtyard Brand Voice

OUR UNIQUE IDENTITY

The visual and verbal expression of our brand's unique position and what Courtyard strives to do for our customers is our distinctive personality. By aligning our brand voice with what we promise for guests, they'll recognize Courtyard as the brand that fits their personality and lifestyle.

Courtyard has re-imagined its brand identity to align with a changing business traveler and to elevate the brand. Putting this strategy into action, our brand Identity is designed to showcase our passion through all of its elements, while promoting an elevated guest experience.

CONSUMERS RESPOND TO CONSISTENCY

To build a successful brand identity, we must excel at both the tangible and intangible, by speaking in the same style and manner at all points of contact. The more consistently we communicate, the more consumers understand what makes the Courtyard brand stand out. By maintaining a unified voice, we can emphasize the most important aspects of our brand personality. With the majority of our market always online and multitasking, "clarity of message" is something they'll appreciate.

THIS GUIDE

The following sections provide guidance on how to properly execute two key components of the brand identity—our verbal and visual identities. In addition, we'll show you samples of the brand in action, as well as all the information you need to get started and create authentic connections with our guests.

OUR PASSION IS TO HELP GUESTS FOLLOW THEIRS

POSITIONING STATEMENT

At Courtyard, we are passionate about better serving the needs of travelers everywhere. It's what inspired us to create the first hotel designed specifically for business travelers, and it's why the Courtyard experience today empowers our guests, no matter the purpose of their trip. With inviting, flexible spaces and a classic style, Courtyard has a commitment to support our guests and keep them always moving forward. Because when they succeed, we succeed.





BRAND VALUES

Passionate: Our associates deliver service that comes from the heart. They are engaging and committed to delivering the best possible stay by supporting our guests wherever their travels take them.

Forward: Always looking ahead, we are ever-evolving our spaces, amenities, and technology to best meet the needs of our experienced travelers.

Inviting: A sophisticated yet comfortable environment with a timeless, classic style. From day to night, our spaces are adaptable and welcoming, allowing for conversation and interaction.

CONSUMER TARGET

Our guests love what they do.
They are energized to embrace
every challenge, and inspired
by a passion to do great things.
For them, work is an experience,
not a job. And success is defined not
by a title, but by progressing along
their journey to personal fulfillment.



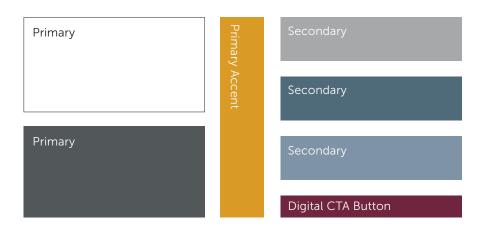
INTRODUCTION

Brand Identity Overview

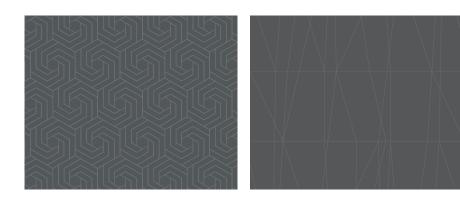
COURTYARD LOGO



COLOR PALETTE



PATTERN



TYPOGRAPHY

Hero Headline Treatment

WHAT MOVES YOU MOVES US

Hero Headline

Museo Sans 100 ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()

Secondary Headline

Museo Sans 500 ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()

Body Copy

Museo Sans 300 ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()

PHOTOGRAPHY STYLE EXAMPLES

See full guidelines for Photography Strategy







Verbal Style

INTRODUCTION

We are passionate about what we do and helping our guests pursue their passions. With everything we write, we communicate this passion in a way that is direct, elevated, and welcoming. When speaking to our travelers, our voice is contemporary and likable.

THINGS TO KEEP IN MIND

- 1. Every communication piece we work on is an opportunity to present our brand personality. It's important that we seize the opportunity at every touch point.
- 2. Language should always be welcoming and, most importantly, direct.
- 3. Encourage growth and exploration while supporting work and passion.
- 4. It is important that we talk *with* our guests, not at them.

TONALITY

Courtyard Courtyard

Brand Voice is: Brand Voice is Not:

Polished Contrived

Confident Pretentious

Approachable Rigid

COPY STANDARDS AND RESOURCES
SUPPORTED BY CREATIVE + CONTENT
MARKETING PROOFREADING

Brand Style Guide

Headlines

GENERAL

Headlines should be simple and approachable.

HERO HEADLINE TREATMENT

The Hero Headline treatment is intended for the most important message in a layout. Characters should be set in uppercase and mirror the example shown on this page. Headline should be staggered to bring energy and give the illusion of movement.

HERO HEADLINE EXAMPLE

PASSION MOVES US FORWARD

Samples

TALKING TO A GENERAL AUDIENCE

Long Form

Since the first day we opened our doors, everything we do at Courtyard, from our redesigned Bistro experience to our firepit and our expanded fitness centers, is fueled by the same passion: to help you follow yours. Because we believe passion moves us forward.

Short Form

At Courtyard we have everything you need to move forward.

TALKING TO THE BUSINESS TRAVELER

Medium Form

At Courtyard, everything we do, from our redesigned Bistro experience to our expanded fitness centers, is fueled by the same passion: to help you follow yours. Because we believe passion moves us forward.

Short Form

At Courtyard we have everything you need to move forward.

TALKING TO THE LEISURE TRAVELER

Medium Form

At Courtyard, everything we do, from our redesigned Bistro experience to our expanded fitness centers, is fueled by the same passion: to help you follow yours wherever it takes you.

Short Form

At Courtyard we have everything you need to move forward.

Goldilocks Example On Property

DO NOT DISTURB	Too Dull Do not disturb.	Too Colorful Catching some zzzzz's.	Just Right Dreaming big dreams.	
COMMENT CARD	Too Dull Write your comments and suggestions here.	Too Colorful Give us the post-game breakdown.	Just Right We welcome your thoughts	
TOWEL REUSE CARD	Too Dull Help reduce water and detergent usage by reusing your towels.	Too Colorful You can help Mother Earth right here in the bathroom.	Just Right Please hang to reuse.	

Goldilocks Example Web

HOMEPAGE	Too Dull We make your stay fun.	Too Colorful Every stay is a touchdown + the extra point.	Just Right Our passion is to help you follow yours.
ROOMS PAGE	Too Dull Our rooms are more spacious.	Too Colorful We make room for the extraordinary.	Just Right A room to recharge.
TOUR PAGE	Too Dull Take a tour.	Too Colorful Get better acquainted.	Just Right Everything you need to move forward.

Courtyard Logo

Our new logo is a direct reflection of our elevated approach and positioning. The new Courtyard logo utilizes a more contemporary font and our new mustard color for it's primary execution.

LOGO ARTWORK

The Courtyard logo is the central component of our brand identity and should be used whenever possible.

The cartouche logo should no longer be used except for monument and exterior building signage where permitted. Newly built and conversion properties will use the Courtyard logo as seen.

The Courtyard logo is artwork and should never be altered in any way.

Digital logo files can be downloaded from BrandWorks (Assets>Brand>Logo).



Color Variations

The examples show the permissible color variations of the Courtyard logo.

- 1. Mustard and White logo on solid color background or pattern
- 2. Mustard and Charcoal logo on White background
- 3. One-color Mustard logo on White background for use in pieces printed with a single color
- 4. White logo for use in single color print applications requiring a reversed logo
- 5. Black logo on White background for corporate usage when logo sits alongside Marriott International logo, charts and graphs, or alongside other hotel brand logos
- 6. White logo on Black background when logo sits alongside Marriott International logo, charts and graphs, or alongside other hotel brand logos and requires a reverse-out logo.





Logo Usage Large-Scale Usage, Clear Space and Minimum Size

CLEAR SPACE

To ensure high visibility and an uncluttered presentation, always maintain clear space around the Courtyard logo at minimum the height of the Courtyard logo on all sides.



RESIZING

Size the Courtyard logo appropriately for every communication. When resizing, scale the logo only proportionately larger or smaller and never stretch, crop or clip it.

SMALL-SPACE LOGO

For digital situations requiring the Courtyard logo to be between .5 and 1 inch wide, the small space logo should be used. To request this logo please contact CourtyardBrandVoice@marriott.com.

COURTYARD BY MARRIOTT

Logo Usage Incorrect Usage

The examples on this page illustrate incorrect Courtyard logo usage. This list is not exhaustive.

















Logo Usage Placement

PRIMARY

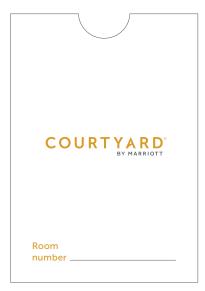
Whenever possible, the logo should be positioned top right of the layout.

CENTERED

In instances where the logo is the main artwork on the page, it may be placed centered. The logo should be centered vertically and horizontally so as to be in the middle of the page. Business Card-Primary Placement

Angelina Rodriguez Director of Media Communications Courtyard San Francisco 1300 Veterans Point Blvd. Southeast, San Francisco, CA 94080 O 810.225.9200 M 810.225.2028 Angelina.Rodriguez@Marriott.com Marriott.com/XXXXX

Key Packet-Centered



COLOR

COLOR

Color Palette

The new Courtyard color palette has been selected to reflect a modern, elevated look.

Our primary color palette should be dominant when creating any public-facing materials. The Charcoal and white should always be dominant with the Mustard used in meaningful ways as an accent.

PRIMARY COLORS

CHARCOAL
PANTONE: 425C
PANTONE: 419U
CMYK: 65/ 56/ 53/ 29
RGB: 85/ 87/ 89

WHITE

MUSTARD
PANTONE: 7563C
PANTONE: 7550U
CMYK: 15/ 42/ 100/ 5
RGB: 217/ 154/ 41

For headlines, copy or accent only. Not to be used for backgrounds or floods of color.

SECONDARY COLORS

PANTONE: COOL GRAY 6
CMYK: 16/ 11/ 11/ 27
PGR: 167/ 168/ 170

PANTONE: 7545C / 7700U CMYK: 58/ 32/ 18/ 54 RGB: 66/ 85/ 99 PANTONE:7544C / 2164U CMYK: 35/ 14/ 11/ 34 RGB: 118/ 134/ 146

TERTIARY COLOR

Digital CTA Buttons Only

PANTONE: 209C / 1955U CMYK: 20/ 97/ 40/ 58 RGB: 111/ 38/ 61

TYPOGRAPHY

TYPOGRAPHY

Brand Fonts and Special Use Fonts

Museo Sans has a clean sans serif design that reflects Courtyard's new, elevated direction. It is the primary typeface for the Courtyard brand identity and should be used, except in limited circumstances, as permitted.

Hero Headline

Hero Headlines should be set in Museo Sans 100 in uppercase. Hero headlines should be oversized; approximately 200% to 300% larger than the body copy where the layout permits. Wherever possible, the hero headline should stagger from line to line to show movement. Examples of this style are provided on pages 11 and 31.

Secondary Headline

Secondary headlines should be set in Museo Sans 500.

Body Copy

Body copy should be set in Museo Sans 300 in sentence case.

FONT LICENSING

Due to licensing rights, these fonts cannot be distributed. Each group, user or agency is expected to purchase the appropriate licenses for Courtyard brand fonts. You may purchase the fonts through MyFonts.com.

BRAND FONTS



Museo Sans 100 | Hero Headline

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()



Museo Sans 500 | Secondary Headline

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()



Museo Sans 300 | Body Copy

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()

DEFAULT SYSTEM FONT

Verdana can be used in limited circumstances as a default system font. In these limited situations, Verdana would be substituted for Museo Sans. The universal system font should only be used for files that need to be distributed and edited by people who will not have access to the brand typefaces; such as a PowerPoint file or Word document.



Verdana Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!@#\$%^&()

PHOTOGRAPHY STRATEGY

PHOTOGRAPHY STRATEGY

Lifestyle

Courtyard is the hotel that helps you follow your passion and our photography conveys just that.

On our management site you'll find a mix of in-room imagery that expresses a feeling of comfort and privacy, shots of public spaces that show people interacting and being social, and shots of people following their passions both in and out of their rooms.

Whenever possible, please try to use all three categories of photography (in-room, public spaces and social interactions) to bring to life the range of services and opportunities guests can find at any Courtyard hotel.

To access brand-approved lifestyle photography for use please visit the Marriott Digital Asset Management site at https://marriottdam.com/



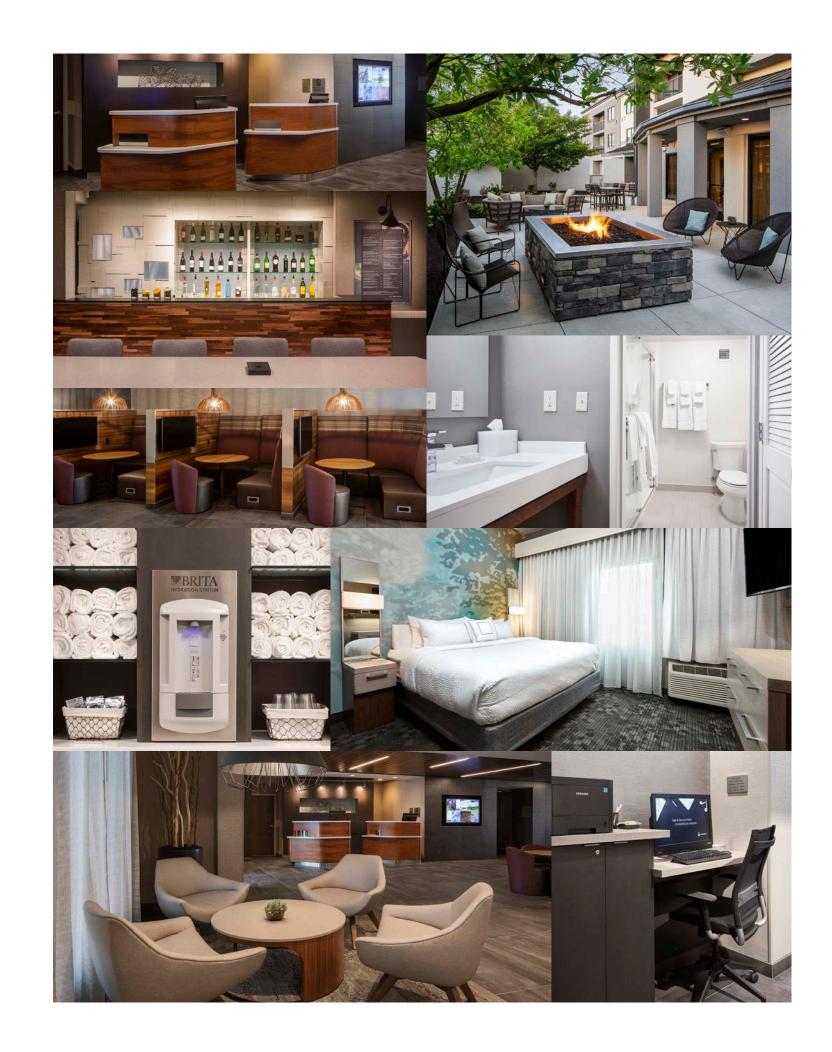
PHOTOGRAPHY STRATEGY

Architecture

Our architecture photography reflects the beautiful functionality of the hotel. Like the hooks we place under our tables and in our semiprivate work areas.

Consider using both wide shots, to give an overall sense of environment, as well as close-up shots that showcase the innovative and smart details of the hotel.

To access brand-approved architecture photography for use please visit the Marriott Digital Asset Management site at https://marriottdam.com/

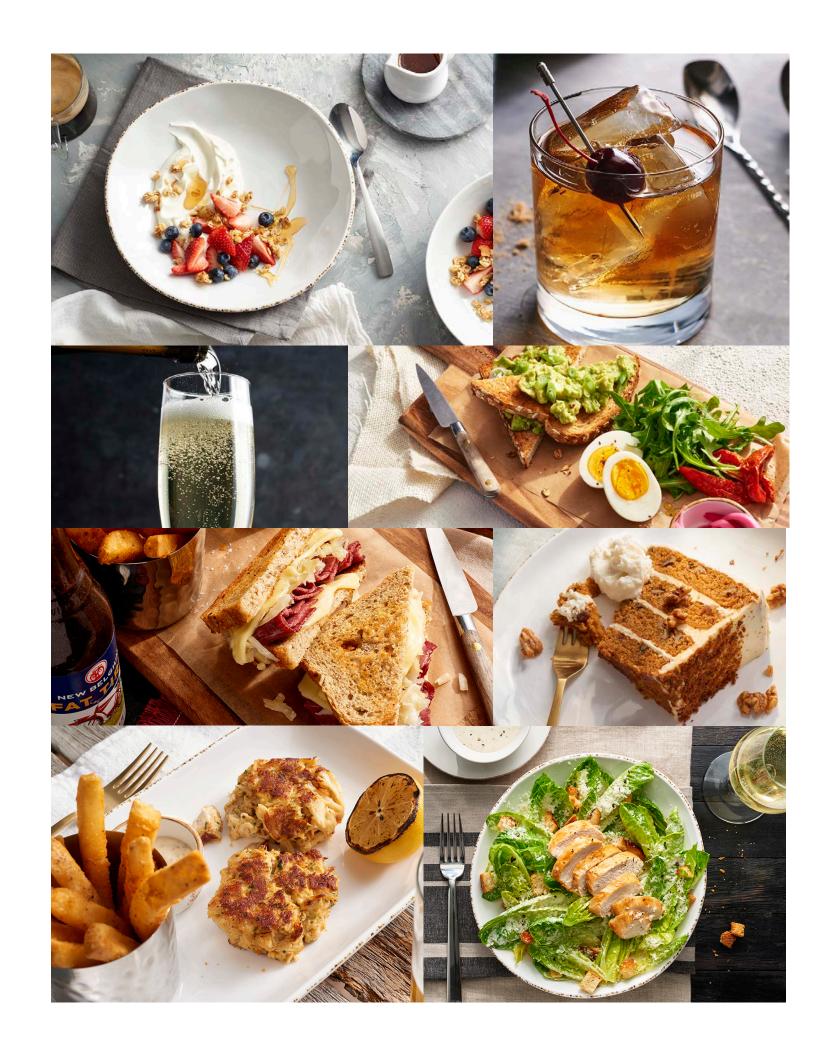


PHOTOGRAPHY STRATEGY

Food & Beverage

Food and beverages feel fresh, appetizing and in the state of being served or having just been delivered to the table. When accessing our management site, you'll find daytime food and beverage shots (breakfast, lunch) as well as nighttime food and beverage shots (late evening, dinner).

To access brand-approved food and beverage photography for use please visit the Marriott Digital Asset Management site at https://marriottdam.com/



Type Treatments

Hero Headline

Hero Headlines should be set in Museo Sans 100 in uppercase. Hero headlines should be oversized; approximately 200% to 300% larger than the body copy where the layout permits.

Secondary Headline

Secondary headlines should be set in Museo Sans 500 and should be one or two points larger than the body copy.

Body Copy

Body copy should be set in Museo Sans 300 in sentence case.



Staggered Hero Headline

Wherever possible, the hero headline should stagger from line to line to show movement. The rules around this staggering are kept loose, and each headline should be adjusted in a custom way to visually maintain the style while still being legible and visually striking.

Hero headlines should be set in Museo Sans 100. The leading should be tight. They should always be uppercase and oversized; approximately 200% to 300% larger than the body copy where the layout permits.

Tracking should be set to zero for headlines that have longer words or two or more words on a single line. For headlines with short words, the tracking may be adjusted +10 to +20 in order to take up more visual horizontal space.

When staggering the headline is not practical, such as on some templates or on pieces where readability is a priority, such as directional signage, headlines should be left justified.

WHAT
MOVES
YOU
MOVES
US

OUR
PASSION
IS TO
HELP YOU
FOLLOW
YOURS

Photography

Whenever possible, photography should bleed off the page.

Avoid putting type over the photo unless the photo has a natural copy space that is close to white or black, which is large enough to incorporate the hero headline.

Photography can be used next to a flood of charcoal or white, but on layouts that are copy heavy, white is preferred.

Photography where warm tones can be accentuated is preferred.

Subject matter of the piece should be considered when selecting the tone of the photography. For example, a subject related to evening should feature a darker photo. Light photos can symbolize morning or cleanliness.







OUR PASSION IS TO HELP YOU FOLLOW YOURS

THIS IS A SUBHEAD

Tum ilit lute modi lum ipis dolor ut wisi. Ud tie et ip eugue tat. Uta lortie magna adipet, sit un dolesto consequat inisci tat, quip exer am, et quat ad eugait wisim et, vullummd eliquat adipsus cidunt auguersi bla feum vendre dolor adip eugait un dolesto consequat inisci tat, quip.

FROM \$99/NIGHT

To reserve your room, call 800.MARRIOTT or visit Marriott.com/CHIMM

Courtyard by Marriott®

Long Property Name Line 123 Address Drive, Suite 123 City, ST 12345 123.456.7890 Marriott.com/XXXXX

Limited number of rooms are available for this promotion. Tax is additional. Offer cannot be combined with any other promotions. Blackout dates may apply. Advanced reservative required. Other restrictions apply. Rates are per room, per night and based on availability at the time of reservations.

Using Multiple Photos

Photos should bleed off the page whenever possible.

Photos should be touching rather than having a rule line separating them.

Relative to each other, photos can either be the same or noticeably different sizes.





COURTYARD® BY MARRIOTT

WHAT MOVES YOU MOVES

FROM \$99/NIGHT

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THIS IS A SUBHEADER

Ectenimil incia vit quam ellendis et laccupt aquam as aspit perciis eationet ncia vit quam ellendis et laccupt.

Courtyard by Marriott® Long Property Name Line

123 Address Drive, Suite 123 City, ST 12345 123.456.7890 Marriott.com/XXXXX

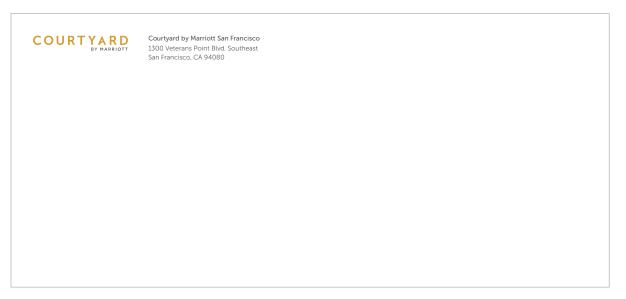
Limited number of rooms are available for this promotion. Tax is additional. Offer cannot be combined with any other promotions. Blackout dates may apply. Advanced reservations required. Other restrictions apply. Rates are per room, per night and based on availability at the time of reservations.

Stationery

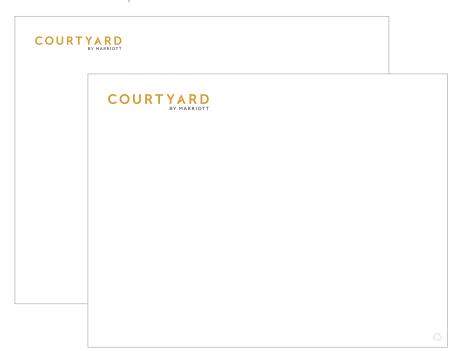
Letterhead



#10 Envelope



Notecard & Envelope



Business Card



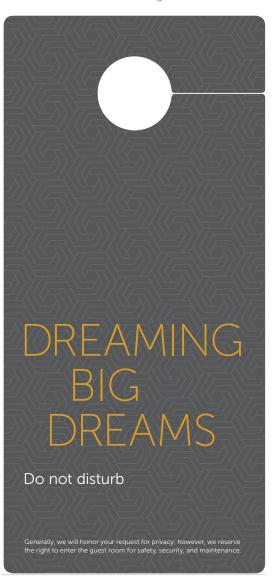


On-Property Collateral

Terry Reuse Hanger



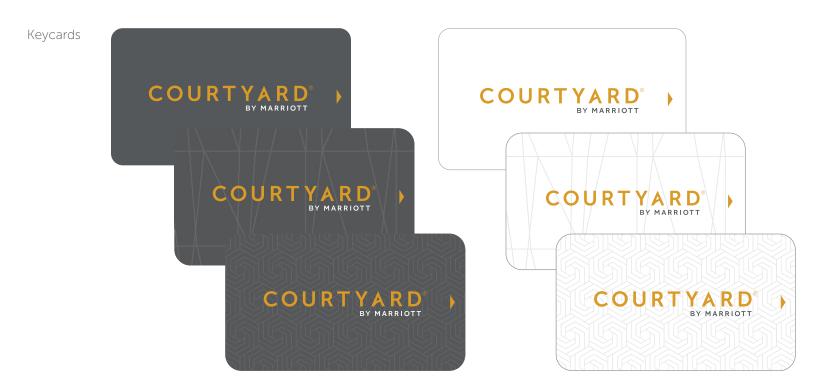
Do Not Disturb Door Hanger



Associate Key Slot Hanger







On-Property Collateral

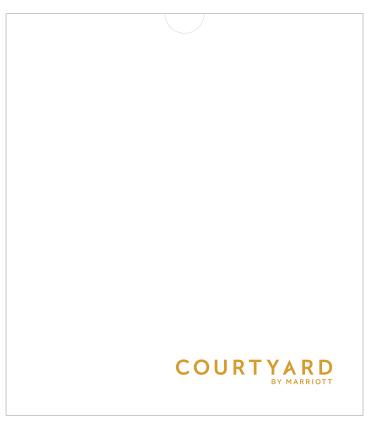




Exterior Walk-Off Mat



Laundry Bag



Privacy Card



Room Attendant Card



Comment Card



On-Property Collateral

Presentation Folder





Meeting Room Door Sign



Podium Sign



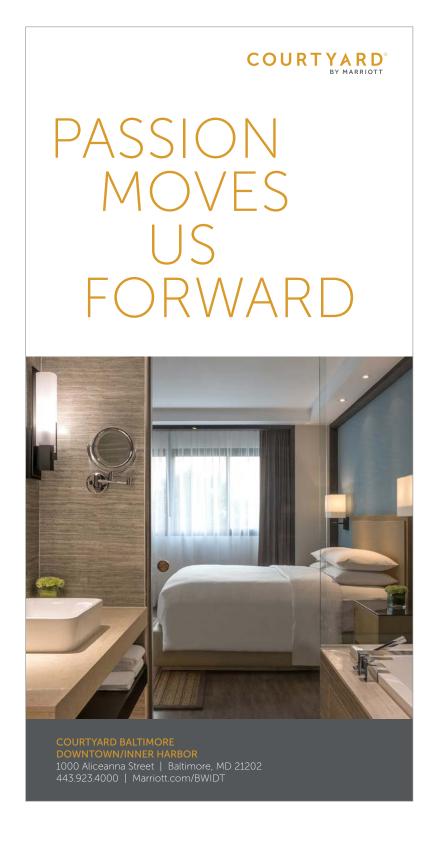
Tots Travel Too Card



Telephone Faceplate



Rack Card



GUEST ROOM AMENITIES

XXX spacious guest rooms and X suites; Large well-lit work desk, ergonomic chair; Complimentary direct high speed Internet access; Comfortable sitting area; Climate control.

BISTRO

Quisque ac sem id justo interdum tempor. Donec consectetur vitae nunc sit amet convallis. Nullam fringilla elit est, ac iaculis liqula tincidunt vitae.

AMENITIES

Outdoor pool and whirlpool; Indoor pool and whirlpool; Exercise room; Golf and tennis nearby; Jogging trail nearby; Breakfast buffet served daily; Restaurant serving breakfast, lunch and dinner; Room service; Free parking; The Market, a 24-hour pantry; The Bistro with tasty dishes and drinks.

NEARBY ATTRACTIONS

Aliquam nec semper nisl, eu commodo sem. Maecenas a egestas mi. Donec vel lorem arcu. Nullam aliquet urna in condimentum molestie. Duis mattis eget orci in sodales. Phasellus eros urna, aliquet sit amet metus quis.

LOCAL COMPANIES

Duis mattis eget orci in sodales. Phasellus eros urna, aliquet sit amet metus quis, imperdiet ultricies nunc. Aliquam nec semper nisl, eu commodo sem. Donec vel lorem arcu. Nullam aliquet urna in condimentum molestie.

MARRIOTT REWARDS®

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DIRECTIONS

Lorem ipsum dolor sit amet, conse ctetur adipiscing elit. Etiam viverra imperdiet convallis. Praesent sit amet velit non lacus gravida dictum. Integer molestie bibendum dolor ac scelerisque. Curabitur ornare lectus purus, ac pretium mauris.

courtyard.com

Ad Templates



COURTYARD

OUR PASSION IS TO HELP YOU FOLLOW YOURS

THIS IS A SUBHEAD

Tum ilit lute modi lum ipis dolor ut wisi. Ud tie et ip eugue tat. Uta lortie magna adipet, sit un dolesto consequat inisci tat, quip exer am, et quat ad eugait wisim et, vullummd eliquat adipsus cidunt auguersi bla feum vendre dolor adip eugait un dolesto consequat inisci tat, quip.

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COURTYARD

PASSION MOVES US FORWARD

THIS IS A SUBHEADER

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Ad Templates

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COURTYARD

OUR PASSION IS TO HELP YOU FOLLOW YOURS

THIS IS A SUBHEADER

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COURTYARD

WHAT MOVES YOU MOVES

FROM \$99/NIGHT

To reserve your room, call 800.MARRIOTT or visit Marriott.com/CHIMM

THIS IS A SUBHEADER

Ectenimil incia vit quam ellendis et laccupt aquam as aspit perciis eationet ncia vit quam ellendis et laccupt.

Courtyard by Marriott[®] Long Property Name Line

123 Address Drive, Suite 123 City, ST 12345 123.456.7890 Marriott.com/XXXXX

Limited number of rooms are available for this promotion. Tax is additional. Offer cannot be combined with any other promotions. Blackout dates may apply. Advanced reservations required. Other restrictions apply. Rates are per room, per night and based on availability at the time of reservations.

Guest Services Directory

Side A; flat



Side B; flat

OUR

With info at your fingertips, including local events, restaurants and weather, the GoBoard in the lobby can help you maximize your stay at the hotel and beyond.

OUTDOOR FIRE PIT

Meet our relax outside by our fire pit.

FITNESS CENTER

POOL & WHIRLPOOL

Open daily 6am - 11pm. Complimentary towels are available.

Free nights or free flights—earn points or miles with every stay at more than 4.400 hotels worldwide spanning 19 brands. Our award-winning loyalty program is free to join and has no blackout dates. Visit MarriottRewards.com or call 800.249.0800 to join now.

COMPLIMENTARY HOTEL SHUTTLE SERVICE

Service starts at 4am and stops at midnight. Please contact the Front Desk for shuttle schedule.

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AQUO BLABORE PLATIUM VERENDE

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Evacuation instructions are located on the back of your guest room door.

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ROOM PHONE

For emergencies, touch X + 911 or dial "0"

To call another room, touch X + Room Number Local calls (\$X), touch X + 1 + Area Code + Number

DIRECTORY ASSISTANCE

Local (\$X): X + 411

Long Distance (\$X): X + 1 + Area Code + 555.1212

Long Distance Calls (\$X): X + 0 + Area Code + Number CREDIT CARD CALLS/ALTERNATE CARRIER ACCESS

X + 1 + 8YY + Carrier Number

X + 0 + Number INTERNATIONAL CALLS (\$X)

X + 011 + Country Code + City Code + Number

Toll-free 8YY calls (no charge), X + 1 + 8YY + Number

SAFETY FIRST

Use the safe-deposit box at the Front Desk to store valuables

Secure deadbolt and door guard (night latch).

Use the viewport to confirm all visitors to your guest room. Safeguard and keep your room key with you at all times.

Ensure that all windows and doors are locked.

Report any suspicious activity to hotel management.

REFRESHING SOLUTIONS FOR A SUSTAINABLE PLANET

RECYCLING A recycling receptacle is located in your room.

BED LINENS Our practice is to refresh bed linens every third day of your stay, but we will be glad to change them more frequently.

TOWELS

Normally, we change towels every day, but we also support our guests' preference to conserve water, energy, and limit the use of cleaning products. Please indicate that you choose to reuse your towels by hanging them up.

SMOKE-FREE Courtyard* is committed to a smoke-free environment. A \$250 room recovery fee will be charged for smoking in your guest room, per incident.

We are committed to companywide sustainability and social impact goals. To learn more, please visit Marriott.com/serve360.

NEARBY ATTRACTIONS

Start your visit the right way touring San Francisco, or on the way to new Levi's Stadium

Take your family for a drive on the world-famous Golden Gate Bridge

Enjoy the wide variety of events at the Cow Palace, located near our hotel in South San Francisco.

SHOPCOURTYARD.COM

Love our pillows, linens and mattress? Visit ShopCourtyard.com to get them for your bedt at home.

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Brand Website

