

1. Introduction

- **Brand Overview:** A brief description of the brand, its mission, vision, and values.
- **Purpose of the Guide:** Explain why the style guide is important and how it should be used.

2. Brand Identity

- **Brand Story:** The history, background, and evolution of the brand.
- **Brand Personality:** Describe the brand's personality traits (e.g., friendly, professional, innovative).

3. Logo Usage

- **Primary Logo:** Display the primary logo and explain its significance.
- **Logo Variations:** Show different variations of the logo (e.g., black and white, horizontal, vertical).
- **Clear Space and Sizing:** Define the minimum clear space around the logo and the minimum size for use.
- **Incorrect Usage:** Examples of how the logo should not be used.

4. Color Palette

- **Primary Colors:** List the primary colors, including HEX, RGB, and CMYK codes.
- **Secondary Colors:** List the secondary or complementary colors with their respective codes.
- **Color Usage:** Guidelines on how and when to use the primary and secondary colors.

5. Typography

- **Primary Typeface:** Name and show examples of the primary typeface for headings, body text, etc.
- **Secondary Typeface:** Name and show examples of the secondary typeface.
- **Font Sizes and Styles:** Specify the font sizes, weights, and styles for different types of text (headings, subheadings, body text).

6. Imagery

- **Photography Style:** Describe the style of photography that aligns with the brand (e.g., candid, staged, color tone).
- **Illustrations and Icons:** Guidelines for any illustrations or icons used within the brand.
- **Image Usage:** Instructions on how images should be used and any restrictions.

7. Graphic Elements

- **Patterns and Textures:** If applicable, show any brand-specific patterns or textures and explain their usage.
- **Shapes and Design Elements:** Guidelines on the use of specific shapes or design elements that are part of the brand identity.

8. Voice and Tone

- **Brand Voice:** Describe the overall voice of the brand (e.g., formal, casual, enthusiastic).
- **Tone Guidelines:** Provide examples of how the tone should adapt in different contexts (e.g., social media, customer service).

9. Applications

- **Business Cards:** Design and layout guidelines for business cards.
- **Stationery:** Guidelines for letterheads, envelopes, and other stationery items.
- **Marketing Materials:** Instructions for brochures, flyers, posters, etc.
- **Digital Presence:** Guidelines for website design, email templates, and social media graphics.

10. Examples of Usage

- **Case Studies:** Show examples of the brand in action, through various materials and mediums.
- **Do's and Don'ts:** Visual examples of correct and incorrect brand applications.

11. Contact Information

- **Brand Management:** Contact details for the person or team responsible for managing the brand.
- **Support:** Information on where to get help or ask questions regarding the brand guidelines.