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BRAND GUIDELINES & *Style Guide*

coachingfederation.org

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002

Welcome

Since you are holding this guide and reading these words, we're trusting you with our very identity: our brand.

We aren't interested in all of the buzzwords and catchphrases and marketing jargon surrounding the word brand. But we do care about what people think about us. We care about our reputation. We care about building great relationships.

We also care about growing our organization. But, for us, it's not all about numbers. We are passionate about the impact we can make — about empowering the world through coaching.

The following pages are full of guidelines, rules, and handy tips that we hope will help you communicate our values, realize our vision, and reinforce our brand.

It is impossible to predict every situation, brand execution, or implementation, but this guide will help refine your approach.

Whether you are a new staff member, an ICF chapter leader, a strategic partner, or one of our amazing vendors, thank you for helping us achieve our goals and pursue our mission.

Welcome to the ICF family.

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Intent of This Guide

This style guide is a reference for our staff, chapter leaders, vendors, and others who are authorized to work with the ICF brand.

Our intent with this guide is not to restrict creativity and innovation; far from it. We believe in innovation and creative spirit.

What we strive for is a coordinated, consistent, and effective brand presence in everything we create. If we make something, we want to make sure that people know where it came from.

While some of our brand executions and graphics have been standardized — like business cards, letterhead, and envelopes — these are not intended as the focus of this guide.

Instead, the focus of this guide is to empower you with the elements you

need to create. By utilizing these tools, resources, and adhering to the guidelines within, you'll make things that look like the ICF brand, every time.

Please refer back to this guide often. We believe that our style guide is a living document. It should evolve over time, just as our brand inevitably will.

If you have any questions concerning the content of this guide, please contact support@coachingfederation.org.

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For legal, copyright, or usage questions relating to our brand visuals, please contact support@coachingfederation.org.

Using Our Brand Materials

We are reasonable people — and open to most things — but when it comes to our brand, our reputation, we maintain strict control. We hold ourselves to incredibly high standards, and we expect the same wherever our brand is represented.

You must have specific permission and authorization to use any of our brand materials, including any resources, graphics, or visual elements found within this guide and its accompanying files. Simply being in possession of these materials does not imply or imbue permission in any way.

The approval process for materials and implementations of our brand will vary. Please contact an authorized ICF representative (usually your point of contact) with questions.

We reserve the right to disapprove or deny any use or uses of our logo, our brand visuals, or other brand elements at any time, for any reason.



Approvals

This guide is not a comprehensive list of rules. We recognize the creative journey is full of twists and turns. New approaches, new trends, and changes in technology will inevitably have an effect on our brand and the way we execute it visually.

That said, we insist that any brand execution follow the guidelines listed within. Anything outside of these guidelines must be approved by an authorized representative from the ICF marketing team.

Outside approvals may be submitted electronically by emailing the concept to support@coachingfederation.org.

If you are a vendor working on one of our brand executions, we require an electronic or physical proof before any item is printed, published, or otherwise executed. These proofs can be submitted to your point of contact within ICF.

Questions prevent mishaps: If you have a question about the use of our brand materials, please do not hesitate to ask!

007

About ICF

Where the love of coaching begins and never ends.

The International Coaching Federation (ICF) is more than a membership organization for coaches. We are a hub for all things related to coaching: coach community, coaching education, coach credentialing and standards, thought leadership, coaching in organizations, pro bono coaching, and so much more.

Within this section, you will learn who we are, what we stand for, and where we came from.

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Who We Are

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Who We Are

With 50,000+ ICF members, 50,000+ credential-holders and more than 140 chapters around the world, maintaining the ICF brand can be a difficult task. Consistent use of ICF logos, colors, fonts, and styles enables ICF to maintain a clear, recognizable, and unified brand identity, both within the ICF community and with all of our stakeholder groups. Help us advocate for coaching in one strong, unified voice.

Questions? Contact us at support@coachingfederation.org.



VISION STATEMENT

A world where coaching is integral to transforming societies.

MISSION STATEMENT

We advance coaching excellence, impact, and value worldwide.

009

Empowering coaches since 1995.

ICF was founded in 1995 by Thomas Leonard, for the purpose of having a space for all coaches to support one another and help grow the profession. The following year, the first issue of ICF Coaching News was sent to approximately 400 subscribers.

Fast forward a few decades, and ICF is the world's largest organization of professionally trained coaches, with more than 50,000 members in 170 countries and territories. Together, we are pursuing a powerful vision:

Creating a world where coaching is integral to transforming societies.

In 2020, ICF celebrated 25 years of serving the coaching profession. That same year, we changed our name from the International Coach Federation to the International Coaching Federation, and transitioned from a single organization to a federation of six family organizations:

- ICF Professional Coaches.
- ICF Credentials and Standards.
- ICF Coaching Education.
- ICF Foundation.
- ICF Coaching in Organizations.
- ICF Thought Leadership Institute.

As coaching continues to grow worldwide, ICF will continue to evolve to meet the needs of coaches, coaching clients, our communities, and the world.

Questions? Contact us at support@coachingfederation.org.



010

Professionalism. Collaboration. Humanity. Equity.

Our Core Values

- 01. Professionalism:** We commit to a coaching mindset and professional quality that encompasses responsibility, respect, integrity, competence, and excellence.
- 02. Collaboration:** We commit to develop social connection and community building.
- 03. Humanity:** We commit to being humane, kind, compassionate, and respectful toward others.
- 04. Equity:** We commit to using a coaching mindset to explore and understand the needs of others so we can practice equitable processes at all times that create equality for all.

Questions? Contact us at support@coachingfederation.org.



011

Our Brand Personality

ICF and its family organizations empower our stakeholders to succeed through tools, resources, standards, and the global community they provide. Each family organization has its own unique products, services, attributes, and stakeholders, but ICF's common thread is empowerment.

Together, we are empowering the world through coaching.



*We are relevant,
trustworthy, visionary,
and inspirational.*

012

Voice & Style

We speak with passion and credibility. We are professional and inclusive.

Coaching is why we're here. It's our purpose.

The way we speak to our stakeholders is important. We strive to ensure that every brand execution communicates our brand voice.

Speaking as one unified ICF voice will create a stronger impact and demonstrate the professionalism that ICF embodies.

Communicating in a consistent style will help enhance the professionalism and credibility of ICF in the marketplace. Guidelines have been established to elevate ICF's communications.

In this section, you will find guidance on how to communicate in our brand voice and style.

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Tagline

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Master Styles



Our Writing Tone & Voice

We speak to our members, volunteers, and other stakeholders with professionalism, passion, inclusivity, and credibility. We're relevant, trustworthy, visionary, and inspirational.

Questions? Contact us at support@coachingfederation.org.

014

Empowering the world through coaching.

Our tagline represents our brand value and overall mission.

The purpose of our brand tagline is to capture and summarize our brand promise, brand values, and product experience.

The tagline may be used in any marketing materials, advertising, or brand execution where we seek to communicate our personality, mission, or brand values.

The tagline may be used in combination with the brand logo and brand images as a standalone brand marketing campaign. The brand tagline should not be combined with campaign-specific taglines or phrases.

Avoid rewriting, rewording, or editing the tagline in any way.

Master Styles

The following are general formatting guidelines established for use in email, website, collateral, social media, and any other ICF communications. This list is not comprehensive. When in doubt, please refer to an up-to-date version of the [Associated Press \(AP\) Stylebook](#).

Some general points:

- The official language of ICF marketing and communication materials is American English.
- Body text should be 9- or 10-pt. Montserrat Medium or Helvetica.
- Use only one space after a period.
- Do not indent paragraphs.
- Use one line space between paragraphs.

Acronyms

Spell out on first reference followed by its acronym in parentheses. Use the acronym on second and following references.

EXAMPLE: ICF Communities of Practice (CPs) are a valuable member benefit. See the list of CPs online.

EXAMPLE: Earn 3 Continuing Coach Education (CCE) units at our upcoming event. 1 CCE unit will be Resource Development.

Board of Directors

Board/ Board of Directors

Capitalize Board when it refers to a specific global or chapter board, including:

- ICF Global Board of Directors.
- ICF Coaching Education Global Board of Directors.

- ICF Coaching in Organizations Global Board of Directors.
- ICF Credential and Standards Global Board of Directors.
- ICF Foundation Global Board of Trustees.
- ICF Professional Coaches Global Board of Directors.
- ICF Thought Leadership Institute Global Board of Directors.

When used in a general reference, use lower case as in board, board of directors, board of trustees, etc.

Do not use the abbreviation BOD.

Past Chairs/Presidents

The prior year's board chair from the ICF Global Board or any of the family organizations is referred to as immediate past chair.

EXAMPLE: He is immediate past chair of the ICF Coaching in Organizations Global Board of Directors.

EXAMPLE: ICF Global Immediate Past Chair Jane Smith, MCC, is now retired.

All former chairs are referred to as past chairs of their specific board.

EXAMPLE: She is a past chair of the ICF Global Board of Directors.

EXAMPLE: ICF Foundation Global Past Chair Joe Miller, PCC, is still pursuing pro bono coaching projects.

All past presidents from 2012 and prior are referred to as ICF Global past president. Chapters may use locally appropriate terminology.

Bold, Italics, and Underline

Because underlined text has become synonymous with hyperlinked text, please do not use underline to emphasize text. Please instead use boldface and/or italics.

Bulleted Lists

AP style advises the following:

- Put a space between the bullet and the first word of each item in the list.
- Capitalize the first word following the bullet.
- End each item with a period (or question mark or exclamation point).
- Use parallel construction for each item in the list (such as this list in which each item begins with a verb).

Capitalization, In General

Proper nouns are always capitalized. Common nouns are typically lower case unless used as part of a person's title. [Learn more about capitalization.](#)

Proper Noun Examples

Capitalize International Coaching Federation (ICF) and all family organization names in every use:

- ICF Coaching Education.
- ICF Coaching in Organizations.
- ICF Credentials and Standards.
- ICF Foundation.
- ICF Professional Coaches.
- ICF Thought Leadership Institute.

ICF Code of Ethics: Capitalize after ICF or when referring to the ICF Code of Ethics specifically. Lowercase in general use.

EXAMPLE: While other organizations may not have a code of ethics, we lead the way with the ICF Code of Ethics that has defined the gold standard of coaching.

ICF Core Competencies: Capitalize following ICF. Lowercase in general use.

EXAMPLE: The ICF Core Competencies are taught in accredited coaching education. /

She told him about the core competencies of coaching.

Specific event names are considered proper nouns (ICF Converge, ICF Imagine, ICF Global Leaders Forum, etc.), and therefore, are capitalized. Acronyms are also capitalized (CPs, CCE, ACC, PCC, MCC, etc.).

Common Noun Examples

Please use lower case for common nouns, such as:

- ICF member.
- ICF chapter leader.
- ICF chapter.
- ICF credential.
- ICF credential-holder.
- ACC credential.
- PCC credential.
- MCC credential.
- ICF assessor.
- ICF accredited provider.
- ICF Foundation donor.
- ICF stakeholders.
- ICF ecosystem.
- ICF family organizations.
- ICF departments.

Hyphen vs. En Dash vs. Em Dash

AP style uses either hyphens or em dashes, so we do not need to be concerned with en dashes.

Hyphen

A hyphen (–) is a joiner, such as for compound words (self-discovery) and compound modifiers (on-demand content).

- If the first word in a compound modifier ends in -ly, do not hyphenate (highly respected expert).
- Or if compound modifier comes after the noun, typically no hyphen is needed (the content is on demand).
- **Exception:** Due to its Latin origins, pro bono is never hyphenated even if it precedes a noun (pro bono coaching).
- Please do not hyphenate “ICF” with other words.

AP style also uses hyphens for ranges, such as Jan. 1-4. There should be no spaces surrounding a hyphen.

Em Dash

The em dash (—) is used to:

- Signal abrupt change, such as to set off a series within a phrase.

EXAMPLE: The ICF credential — the most globally recognized coaching credential — is the gold standard.

- Before attribution to an author, etc.

EXAMPLE: “I didn’t have to wait for anyone. The superhero was within me.” — Erica Garcia, coaching client

AP style calls for a space on both sides of an em dash.

ICF Names

International Coaching Federation (ICF): In general, spell out on first reference with ICF in parentheses afterward, following the rules for “acronym.”

ICF Global: Use when it is necessary to distinguish the international organization from ICF chapters. Do not use “Global ICF.”

EXAMPLE: ICF Global staff met with ICF Australasia leaders during the conference.

ICF headquarters: Use when referring to the physical office/address of ICF based in Lexington, Ky.

EXAMPLE: Send your renewal applications to ICF headquarters by December 31.

Family organizations: Do not shorten or use acronyms and include ICF in all instances.

- ICF Coaching Education.
- ICF Coaching in Organizations.
- ICF Credentials and Standards.
- ICF Foundation.
- ICF Professional Coaches.
- ICF Thought Leadership Institute.

Names, Job/Position Titles, Degrees/Credentials

Names

Use first and last name of individuals on first reference. Use first name on second and following references.

Titles

Avoid using courtesy titles such as Mr., Mrs., Ms., or Dr.

Job/position titles are to be capitalized if used before a name and lowercase if used after a name.

EXAMPLES:

- ICF Marketing Manager Sally Jones says to follow this rule.

- Sally Jones, ICF marketing manager, says to follow this rule.

Degrees/Credentials

Include a person's ICF credential on first reference in an article or bio. Set ICF credentials (ACC, PCC, MCC) in commas after the last name on the first reference only.

EXAMPLE: John Smith, PCC, was nominated as a candidate for the award. John was honored to be nominated.

Use degree titles after the name and ICF credential.

EXAMPLE: David Johnson, MCC, PhD

Avoid using other (non-ICF) credentials, but if you must, these will appear after the ICF credential.

EXAMPLE: David Johnson, MCC, BCC

Only the ICF credential should be used when representing ICF or in official ICF materials.

No degree or credential should have periods: PhD, MBA, CAE, ACC, PCC, MCC.

Numerals

In general, spell out number one through nine, and use numerals for 10 or greater.

Exceptions:

- If a sentence begins with a number, then spell it out. (One hundred individuals said...).
- Use a numeral if the number appears in a title/headline (Top 3 Reasons for Coaching).
- Use numerals for unit of measure (5 CCE units).

Money

The official currency of ICF Global is U.S. dollars noted by a dollar sign (\$) preceding the amount and USD after the amount.

EXAMPLE: The registration fee is \$50 USD.

ICF recognizes the needs of chapters to use locally recognized currency formats.

Phone Numbers

Include area and country code. Use period (.).

EXAMPLE: 1.234.567.8910

Oxford Comma

The Oxford comma is the final comma in a list of three or more things, and it typically appears before "and" or "or." Always use an Oxford comma.

Pronouns

If you are using a pronoun to refer to a

specific person, please use their preferred pronoun (he, she, they).

If you are referring to a more general person (such as a coaching client), use "they" both for singular and plural pronouns.

EXAMPLE: The coaching client shared their thoughts. | The group of coaching clients shared their thoughts.

Times and Dates

Months, Days, Years

In general, dates are formatted as the following: Day of the Week, Month, Day (numeral), Year.

Spell out months and days of the week.

EXAMPLE: Saturday, January 1, 2023.

ICF recognizes the needs of chapters to use locally recognized formats.

If a date is within the current calendar year, you do not need to use the year. If a date refers to something from a past year or a future year, then please include the year with the date.

This year: August 1

In the past: January 1, 1995

In the future: October 15, 2030

Do not include st, nd, rd, th, etc., on dates.
June 2 — not June 2nd or June 2nd.

Time

Use a.m. and p.m., lowercase with periods.

No need to include :00 if time is at the top of the hour.

CORRECT: 7 p.m.

INCORRECT: 7:00 P.M., 7pm, 7 pm, 7:00 pm, 7:00 PM, 7:00 p.m.

The exception to this guideline is the 12 o'clock hour. Please write these times as 12 Noon and 12 Midnight.

Time Zones

ICF Global will list all times in New York time denoted in parentheses, with the addition of UTC/GMT, Paris, and Hong Kong times for virtual education programs when relevant/appropriate. Please do not use EDT, EST, CDT, CST, PDT, PST.

CORRECT: All calls will take place at 2 p.m. (New York).

INCORRECT: All calls will take place at 2 p.m. EST. OR All calls will take place at 2 p.m. EST (New York).

ICF recognizes the needs of ICF chapters to provide local time zones when appropriate.

Titles and Headers

What Gets Capitalized?

When writing a title or header, capitalize the following:

- First and last word in the title/header.
- Nouns.
- Pronouns.
- Verbs.
- Adjectives.
- Adverbs.

When using hyphenated words in a title or header, both words get capitalized.

EXAMPLE: On-Demand Package
Now Available

Do not include a period at the end of a title or header.

Italics or Quotation Marks?

The typical rule is that if it is a full work, the title gets italicized. Italicize book titles, research studies, white papers, podcast names, etc.

If it is a smaller piece of a fuller work, then you use quotation marks. Use quotations for webinar/session titles, article titles, podcast episodes, book chapter titles, etc.

EXAMPLE: “How to Bring Your Coaching News to the Media” is an article you can find on the *Coaching World* blog.

Other Common Errors

Nonprofit: One word without a hyphen.

Task force(s), work group(s): Two words.

Web addresses: Do not include https. or www. before it.

EXAMPLE: coachingfederation.org,
experiencecoaching.com

019

ICF Brand Logos

*The heart, soul,
and center of our
brand identity.*

Our logo is how our customers tell us apart from a crowded industry. It's a promise of quality, consistency, and reliability.

As such, it is vital that our logo is presented correctly in every execution. This section covers these guidelines in detail.

Any use of our brand logo outside of or conflicting with the contents of this section will be considered unauthorized.

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Common Errors

Terms of Use

As a general rule, third parties may not use the International Coaching Federation (ICF) logo, which in this context includes (but is not limited to) the ICF primary logo, ICF family organization logos, and ICF chapter logos. There are limited circumstances under which third parties may use the ICF logo. The logo must always be used pursuant to the specifications on these pages to identify ICF or ICF services. Any use that falls outside of these specifications is strictly prohibited.

Third parties may only use the logo under the following limited circumstances: In advertising, marketing collateral, or a website that references your connection with ICF (e.g., the material states that you are an ICF accredited provider or ICF member) provided that the area in which the ICF logo is used includes the corporate logo of at least one other company with which you have a similar relationship.

DO NOT use the ICF logo in products, product packaging, or other business services for which a formal license is required. The logo may link only to [coachingfederation.org](https://www.coachingfederation.org). You may not use it to link to other pages on your website or any other websites. The logo may not be used to indicate any kind of endorsement by ICF of a company's product or service; or that any official status for any product or service has been conferred by or is otherwise associated with ICF; or to show any kind of relationship with ICF aside from those permitted above.

DO NOT display the ICF logo as a primary or prominent feature on any non-ICF materials. Companies using the logo pursuant to these guidelines must also display in the primary and more prominent position, their own logo(s), business name, product names, or other branding. The logo may not be imitated or used as a design feature in any manner. The logo may not be used in a manner

that would disparage ICF or its products or services. Neither the logo nor the ICF name may be used in any other company name, product name, service name, domain name, website title, publication title, or the like. Non-ICF materials should not mimic any ICF advertising, product packaging, or website design.

ICF reserves the right in its sole discretion to terminate or modify permission to display the logo, and may request that third parties modify or delete any use of the logo that, in ICF's sole judgment, does not comply with these guidelines or might otherwise impair ICF's rights in the logo. ICF further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

ICF's name ("International Coach Federation" or "International Coaching Federation"), acronym ("ICF") and/or logos may not be used by an individual or organization that isn't directly affiliated with ICF.

EXAMPLES OF ACCEPTABLE USE INCLUDE:

- ICF members referring to themselves as such on their coaching business' website.
- An ICF chapter launching a Facebook group according to the guidelines provided by ICF.
- ICF credential-holders referring to themselves as such in press releases regarding career milestones.

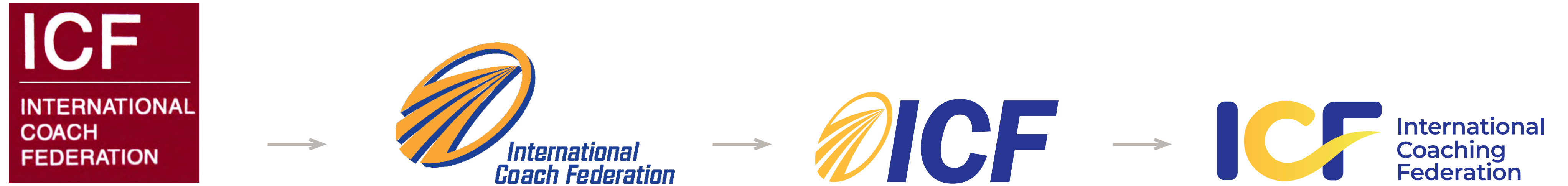
EXAMPLES OF UNACCEPTABLE USE INCLUDE:

- Graduates of ICF accredited coaching education programs calling themselves an "ICF coach."
- Marketing a webinar with a title such as "How to Become an ICF Coach."
- Creating a LinkedIn group with a title such as "ICF Coaches' Group."

ICF

**International
Coaching
Federation**

022



What Our Mark Stands For

RELEVANT.
TRUSTWORTHY.
VISIONARY.
INSPIRATIONAL.

Our current mark was inspired by the coach journey. It's moving. It holds energy and inspires action. It also emphasizes the organization moving from "Coach" to "Coaching." The wordmark is strong and stable, but the rounded edges make it approachable and friendly.



023



ICF Brand System

The ICF ecosystem is intended to better empower the world through coaching. We are more than just coaches. We are leaders, educators, investors, thought leaders united to ensure a world where coaching is integral to transforming societies.

ICF remains committed to advancing the coaching profession by setting high standards and building a worldwide network of educated coaching professionals.

024

Which logo do I use?

When marketing or promoting the International Coaching Federation as a whole, please use the master ICF logo with the gold gradient and “International Coaching Federation” spelled out.

When marketing or promoting ICF Professional Coaches products and services, please use the ICF Professional Coaches logo with the light blue gradient and “Professional Coaches” spelled out.

Generally, ICF member communications, chapter communications, and membership campaigns would fall under the ICF Professional Coaches family organization brand. ICF chapters also fall under the ICF Professional Coaches brand color palette.

When marketing and promoting ICF Credentials and Standards products and services, please use the ICF Credentials and Standards logo with the orange gradient and “ICF Credentials and Standards” spelled out.

ICF credential promotions would fall under the ICF Credentials and Standards family organization brand.

When marketing and promoting ICF Coaching Education products and services, please use the ICF Coaching Education logo with the green gradient and “ICF Coaching Education” spelled out.

Communications to coaching education providers about accreditation with ICF would typically fall under the ICF Coaching Education family organization.

When marketing and promoting the ICF Foundation, please use the ICF Foundation logo with the magenta gradient and “ICF Foundation” spelled out.

Communications promoting Ignite and other pro bono initiatives would fall under the ICF Foundation family organization brand.

When marketing and promoting ICF Coaching in Organizations products

and services, please use the ICF Coaching in Organizations logo with the purple gradient and “ICF Coaching in Organizations” spelled out.

When marketing and promoting ICF Thought Leadership Institute products and services, please use the ICF Thought Leadership Institute logo with the red gradient and “ICF Thought Leadership Institute” spelled out.

If you are unsure of which logo set to use, please contact the ICF marketing and communications team for guidance.

025



STACKED LOCKUP



HORIZONTAL LOCKUP



ICON ONLY

International Coaching Federation

WORDMARK ONLY

A Scalable Identity

Trying to fit the same mark simultaneously on a billboard and on the side of an ink pen is a challenge. Our identity system is designed for flexibility, consistency, and brand recognition.

Instead of trying to fit a logo into a space that is too small, use a different version for maximum visual impact and clarity.

When using the icon-only mark, ensure that our brand name is visible near or in relationship with the icon. This will help reinforce our brand recognition across multiple touch points.

The wordmark is only to be used in small, narrow spaces when the ICF brand mark does not fit.

026

Horizontal Lockup

The brand logo identifies the ICF brand as a whole. Use this logo to represent the overarching ICF organization.

The horizontal lockup should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



027

Lockup Assembly

When our icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

028

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the global gold gradient in the “C”

White with Gradient



Solid reverse white

Single Color, Dark



Solid ICF blue

Single Color, Light



Solid reverse white

029

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



International
Coaching
Federation

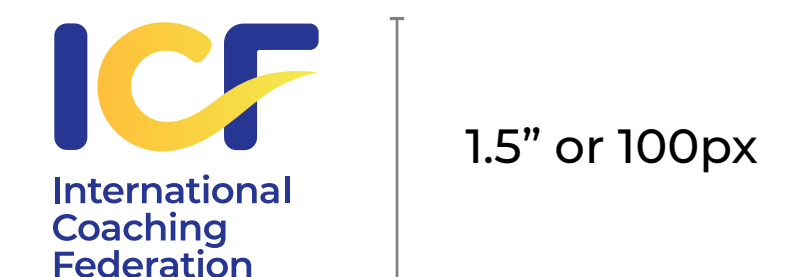


LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

030

Icon-Only Lockup

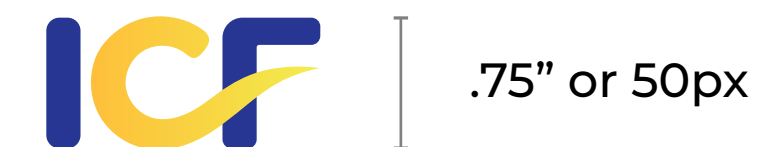
When subtlety is desired, the ICF icon can be used in place of a full brand logo lockup.

When this mark is used, ensure that our brand name is visible near or in relationship with the icon. This will help reinforce brand recognition.



SPECIAL COLOR USAGE

When the icon is used as a standalone element, it will accommodate any acceptable combination of our colors.



.75" or 50px

MINIMUM SIZE

At small sizes, ensure the line weight is legible and that the negative spaces do not close. The minimum height is .75" for print and 50px for digital applications.

031

Background Control

Contrast is the name of the game when considering placing the logo on any background.

Our logo should not only be legible, but it should also make a clear, strong statement when used. If there is not enough contrast between the logo and the background, the presence of the logo is weakened.

The logo may be placed on photographs, textures, and patterns as long as there is enough contrast for the logo to be visible.

Questions? Contact us at support@coachingfederation.org.



Use the one-color blue logo on top of light photographs. Do not use the two-color version on photographs.



The one-color white version of the logo may be used on any dark photographic background. Do not use the two-color version on photographs.



The one-color blue version of the logo may be used on any light colored gradients or backgrounds.



The one-color version of the logo may be used on any dark colored gradients or backgrounds.

Common Errors



Do not stretch, squash, skew, or distort the logo in any way.



Do not edit the logo color, use an off-brand color, or reduce the logo opacity.



Do not add graphic effects to the logo, including drop shadows.



Do not place the logo on a high-contrast pattern or busy photograph.



Do not change the layout or relationship between logo elements.



Do not encroach on the required clear space surrounding the logo.

Note: This is not a comprehensive list of errors. These are simply the most common or egregious errors.

Questions? Contact us at support@coachingfederation.org.

File Types

The files provided with this guide generally fall into two types: raster and vector files. While both can be used for most applications, typically one is more suited, depending on the usage intent.

Raster Files

Raster files are comprised of a grid of pixels. These types of files always have a set resolution and size. Once you increase the size past its predetermined size, the quality decreases. You've probably seen this before: Images begin to appear pixelated if they're pushed too far.

Graphics, like the brand logo, can be exported in raster versions. Photographs are always raster files.

Raster files are typically used for web graphics and digital executions. When used in print applications, you must ensure that the file exceeds the minimum DPI (dots per inch) of 150DPI, or risk a low-quality print.

Typically, raster files end with .jpg, .png, .gif, and .psd. They are easy to open and apply.

Vector files

Vector files create their shapes by mathematical equations between anchor points. Since they are crafted by ratios, and not a grid of colored squares, vector images can be infinitely scaled.

Graphics, like the brand logo, are typically created as vector files. Illustrations, iconography, and graphic elements are created as vector files.

The limitations of vector files lie in their strengths: Because each relationship is an equation, complex items, gradients, and photographs often make vector file sizes too large. Raster images are more efficient in those situations.

Vector files are typically used for printing or producing the logo or other graphics in most forms. If you're ever asked for a high-resolution logo file, send a vector file.

Typically, vector files end with .ai, .eps and .svg. Without special programs, these files will be difficult to open but are often perfect to submit to vendors.

034

ICF Family Organization Logos

*ICF is one
family – we
are One ICF.*

Each family organization utilizes a distinct color gradient in the ICF icon in addition to their wordmark.

It is vital that our logos are presented correctly in every execution. This section covers these guidelines in detail.

Any use of our brand logo outside of or conflicting with the contents of this section will be considered unauthorized.

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**ICF Professional
Coaches**

PAGE 39

**ICF Credentials
and Standards**

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**ICF Coaching
Education**

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ICF Foundation

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**ICF Coaching in
Organizations**

PAGE 55

**ICF Thought
Leadership Institute**

035



STACKED LOCKUP



HORIZONTAL LOCKUP



ICON ONLY

ICF Professional Coaches

WORDMARK ONLY

A Scalable Identity

Trying to fit the same mark simultaneously on a billboard and on the side of an ink pen is a challenge. Our identity system is designed for flexibility, consistency, and brand recognition.

Instead of trying to fit a logo into a space that is too small, use a different version for maximum visual impact and clarity.

When using the icon only marks, ensure that our brand name is visible near or in relationship with the icon. This will help reinforce our brand recognition across multiple touch points.

The wordmark is only to be used in small, narrow spaces when the ICF brand mark does not fit.

036

ICF Professional Coaches

The ICF Professional Coaches logo should only be used to represent the membership arm of the organization. The horizontal lockup with the light blue gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



**ICF Professional Coaches
Light Blue**

PMS 3125 C
CMYK: 89, 0, 19, 0
RGB: 0, 174, 199
HEX: #00AEC7



**ICF Professional Coaches
Gradient**

PMS 3125 C and PMS 072 C

037

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

038

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.

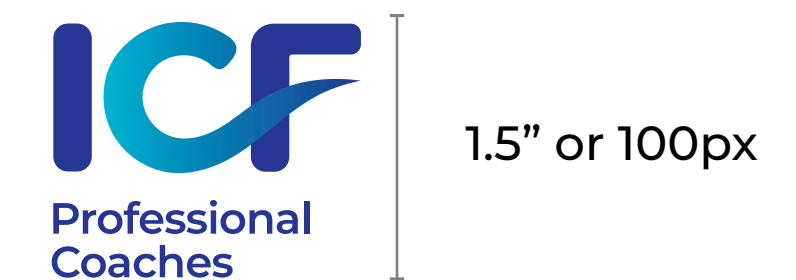


LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

039

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Professional Coaches blue gradient in the "C"

White on Gradient



Solid reverse white

One Color on White



Solid ICF blue

White on Color



Solid reverse white

040

ICF Credentials and Standards

The ICF Credentials and Standards logo should only be used to represent the credentialing arm of the organization. The horizontal lockup with the orange gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.

Questions? Contact us at support@coachingfederation.org.



**ICF Credentials and Standards
Orange**

PMS 716 C
CMYK: 0, 59, 100, 0
RGB: 234, 118, 0
HEX: #EA7600



**ICF Credentials and Standards
Gradient**

PMS 716 C and PMS 603 C

041

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

042

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

043

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Credentials and Standards orange gradient in the "C"

White on Gradient



Solid reverse white

One Color on White



Solid ICF blue

White on Color



Solid reverse white

044

ICF Coaching Education

The ICF Coaching Education logo should only be used to represent the accreditation arm of the organization. The horizontal lockup with the green gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



**ICF Coaching Education
Green**

PMS 340 C
CMYK: 100, 0, 81, 0
RGB: 0, 150, 94
HEX: #00965E



**ICF Coaching Education
Gradient**

PMS 340 C and PMS 072 C

045

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "Icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

046

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

047

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Coaching Education green gradient in the "C"

White on Gradient



Solid reverse white

Color on White



Solid ICF blue

White on Color



Solid reverse white

Questions? Contact us at support@coachingfederation.org.

048

ICF Foundation

The ICF Foundation logo should only be used to represent the pro bono arm of the organization. The horizontal lockup with the magenta gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



**ICF Foundation
Magenta**

PMS 1925 C
CMYK: 0, 100, 52, 0
RGB: 224, 0, 77
HEX: #E0004D



**ICF Foundation
Gradient**

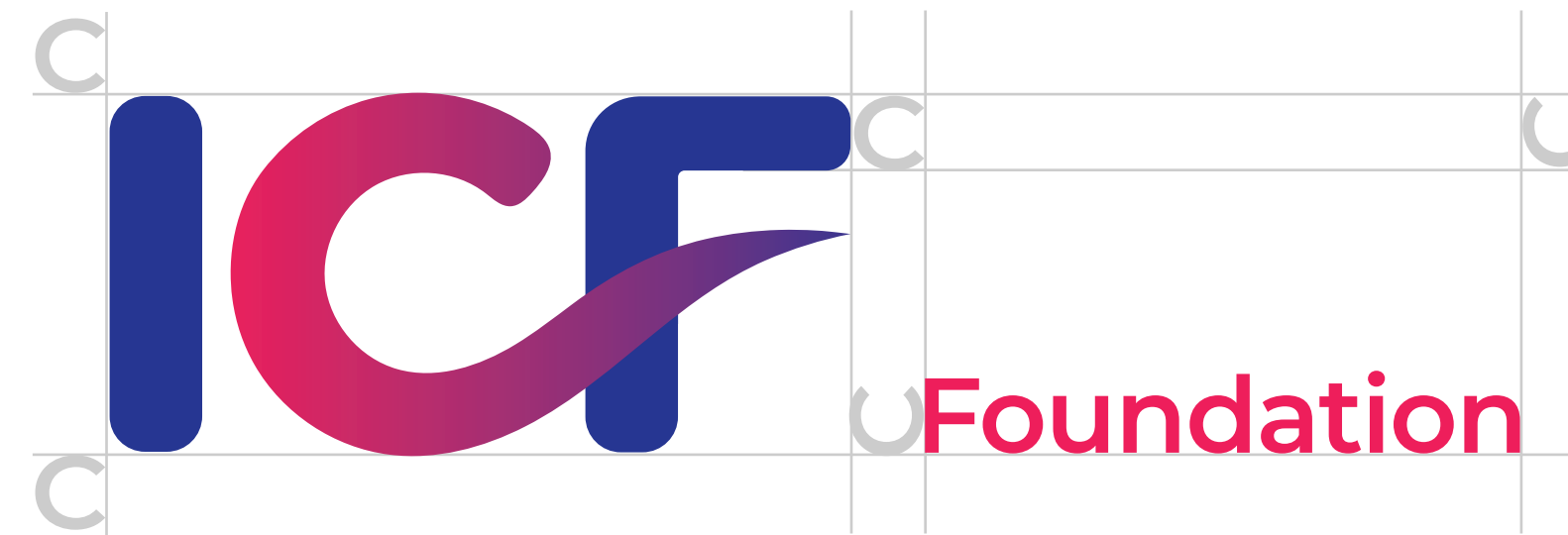
PMS 1925 C and PMS 072 C

049

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

050

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

051

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Foundation magenta gradient in the "C"

White on Gradient



Solid reverse white

Color on White



Solid ICF blue

White on Color



Solid reverse white

052

ICF Coaching in Organizations

The ICF Coaching in Organizations logo should only be used to represent the organizations arm of ICF. The horizontal lockup with the purple gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



**ICF Coaching in Organizations
Purple**

PMS 7656 C
CMYK: 45, 91, 0, 3
RGB: 142, 58, 128
HEX: #8E3A80



**ICF Coaching in Organizations
Gradient**

PMS 7656 C and PMS 072 C

053

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

054

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

055

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Coaching in Organizations purple gradient in the "C"

White on Gradient



Solid reverse white

Single Color, Dark



Solid ICF blue

Single Color, Light



Solid reverse white

056

ICF Thought Leadership Institute

The ICF Thought Leadership Institute logo should only be used to represent the ICF Thought Leadership Institute organization. The horizontal lockup with the red gradient should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



ICF Thought Leadership Institute Red

PMS Bright Red C
CMYK: 0, 85, 95, 0
RGB: 249, 56, 34
HEX: #F93822



ICF Thought Leadership Institute Gradient

PMS Bright Red C and PMS 072 C

057

Horizontal Lockup

When the icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.

See the next page for additional layouts, color variations, and background control.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



.75" or 50px

MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

058

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.



Thought
Leadership
Institute

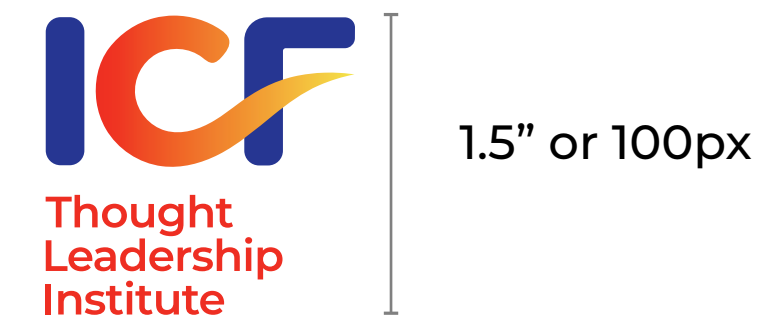


LOCKUP ASSEMBLY

The icon and wordmark is left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

059

Color Variations

Each brand logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Thought Leadership Institute red gradient in the “C”

White on Gradient



Solid reverse white

Color on White



Solid ICF blue

White on Color



Solid reverse white

Questions? Contact us at support@coachingfederation.org.

060

Chapter Logos

Chapters are the local expression of the ICF brand.

Chapters are an important local extension of the ICF Professional Coaches brand.

As such, it is vital that ICF chapter logos are presented correctly in every execution. This section covers these guidelines in detail.

Any use of our brand logo outside of or conflicting with the contents of this section will be considered unauthorized.

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Common Errors

Terms of Use

As a general rule, third parties may not use the International Coaching Federation (ICF) logo, which in this context includes (but is not limited to) the ICF primary logo, ICF family organization logos, and ICF chapter logos. There are limited circumstances under which third parties may use the ICF logo. The logo must always be used pursuant to the specifications on these pages to identify ICF or ICF services. Any use that falls outside of these specifications is strictly prohibited.

Third parties may only use the logo under the following limited circumstances: In advertising, marketing collateral, or a website that references your connection with ICF (e.g., the material states that you are an ICF accredited provider or ICF member) provided that the area in which the ICF logo is used includes the corporate logo of at least one other company with which you have a similar relationship.

DO NOT use the ICF logo in products, product packaging, or other business services for which a formal license is required. The logo may link only to [coachingfederation.org](https://www.coachingfederation.org). You may not use it to link to other pages on your website or any other websites. The logo may not be used to indicate any kind of endorsement by ICF of a company's product or service; or that any official status for any product or service has been conferred by or is otherwise associated with ICF; or to show any kind of relationship with ICF aside from those permitted above.

DO NOT display the ICF logo as a primary or prominent feature on any non-ICF materials. Companies using the logo pursuant to these guidelines must also display in the primary and more prominent position, their own logo(s), business name, product names, or other branding. The logo may not be imitated or used as a design feature in any manner. The logo may not be used in a manner

that would disparage ICF or its products or services. Neither the logo nor the ICF name may be used in any other company name, product name, service name, domain name, website title, publication title, or the like. Non-ICF materials should not mimic any ICF advertising, product packaging, or website design.

ICF reserves the right in its sole discretion to terminate or modify permission to display the logo, and may request that third parties modify or delete any use of the logo that, in ICF's sole judgment, does not comply with these guidelines or might otherwise impair ICF's rights in the logo. ICF further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

ICF's name ("International Coach Federation" or "International Coaching Federation"), acronym ("ICF") and/or logos may not be used by an individual or organization that isn't directly affiliated with ICF.

EXAMPLES OF ACCEPTABLE USE INCLUDE:

- ICF members referring to themselves as such on their coaching business' website.
- An ICF chapter launching a Facebook group according to the guidelines provided by ICF.
- ICF credential-holders referring to themselves as such in press releases regarding career milestones.

EXAMPLES OF UNACCEPTABLE USE INCLUDE:

- Graduates of ICF accredited coaching education programs calling themselves an "ICF coach."
- Marketing a webinar with a title such as "How to Become an ICF Coach."
- Creating a LinkedIn group with a title such as "ICF Coaches' Group."

062

Horizontal Chapter Lockup

Chapter brand logos are used to identify the chapters of the ICF Professional Coaches organization. Each individual chapter may use their location-specific mark. Special care must be given to typography and spacing in order to remain consistent across the brand (and world).

The horizontal lockup should be used whenever possible.

Chapter logos are carefully created pieces of locked artwork, provided by ICF headquarters, that should not be altered in any way.



Location Name
Charter Chapter

Questions? Contact us at support@coachingfederation.org.

063

Lockup Assembly

When our icon and wordmark are assembled together, the height of our wordmark can be used to determine the ratio and relationship between the two elements.



SEPARATION

The space between the icon and wordmark is equal to the height of the "C" in the wordmark.

ALIGNMENT

The baselines of the ICF "icon" and the full wordmark should align.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is .75" for print applications and 50px for digital applications.

064

Color Variations

Each logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Professional Coaches blue gradient in the “C”

White on Gradient



Solid reverse white

Color on White



Solid ICF blue

White on Color



Solid reverse white

065

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas, and areas where a centered lockup would fit better.

While we generally prefer the full horizontal logo, there are no specific restrictions that would prevent this version from use.

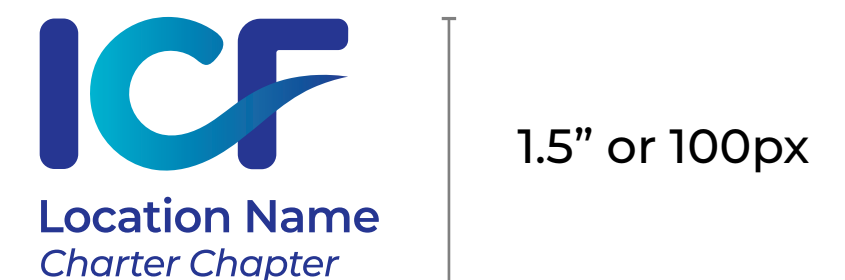


LOCKUP ASSEMBLY

The icon and wordmark are left-aligned and separated by the height of a letter C.

CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter "C" from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

066

Background Control

Contrast is the name of the game when considering placing the logo on any background.

Our logo should not only be legible; it should also make a clear, strong statement when used.

If there is not enough contrast between the logo and the background, the presence of the logo is weakened.

The logo may be placed on photographs, textures, and patterns as long as there is enough contrast for the logo to be visible.



The full color version of the logo may be used on approved, light solid-color backgrounds.



The one-color, light version of the logo may be used on any dark photographic background. Do not use the two-color version on photographs.



The one-color blue version of the logo may be used on any light photographic background. Do not use the two-color version on photographs.



The one-color white version of the logo may be used on the ICF Professional Coaches blue gradient.

Questions? Contact us at support@coachingfederation.org.

Common Errors



Do not stretch, squash, skew, or distort the logo in any way.



Do not edit the logo color, use an off-brand color, or reduce the logo opacity.



Do not add graphic effects to the logo, including drop shadows.



Do not place the logo on a high-contrast pattern or busy photograph.



Do not change the layout or relationship between logo elements.



Do not encroach on the required clear space surrounding the logo.

Note: This is not a comprehensive list of errors. These are simply the most common or egregious errors.

Questions? Contact us at support@coachingfederation.org.

068

ICF Member Logo

Our logo is the heart, soul, and center of our brand identity.

Our logo is how our customers tell us apart from others in a crowded industry. It's a promise of quality, consistency, and reliability.

As such, it is vital that our logo is presented correctly in every execution. This section covers these guidelines in detail for ICF members.

Any use of our brand logo outside of or conflicting with the contents of this section will be considered unauthorized.

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Common Errors

Terms of Use

As a general rule, third parties may not use the International Coaching Federation (ICF) member logo. There are limited circumstances under which third parties may use the ICF logo. The logo must always be used pursuant to the specifications on these pages to identify ICF or ICF services. Any use that falls outside of these specifications is strictly prohibited.

Third parties may only use the logo under the following limited circumstances: In advertising, marketing collateral, or a website that references your connection with ICF (e.g., the material states that you are an ICF accredited provider or ICF member) provided that the area in which the ICF logo is used includes the corporate logo of at least one other company with which you have a similar relationship.

DO NOT use the ICF logo in products, product packaging, or other business services for which a formal license is

required. The logo may link only to coachingfederation.org. You may not use it to link to other pages on your website or any other websites. The logo may not be used to indicate any kind of endorsement by ICF of a company's product or service; or that any official status for any product or service has been conferred by or is otherwise associated with ICF; or to show any kind of relationship with ICF aside from those permitted above.

DO NOT display the ICF logo as a primary or prominent feature on any non-ICF materials. Companies using the logo pursuant to these guidelines must also display in the primary and more prominent position, their own logo(s), business name, product names, or other branding. The logo may not be imitated or used as a design feature in any manner. The logo may not be used in a manner that would disparage ICF or its products or services. Neither the logo nor the ICF name may be used in any other company

name, product name, service name, domain name, website title, publication title, or the like. Non-ICF materials should not mimic any ICF advertising, product packaging, or website design.

ICF reserves the right in its sole discretion to terminate or modify permission to display the logo, and may request that third parties modify or delete any use of the logo that, in ICF's sole judgment, does not comply with these guidelines or might otherwise impair ICF's rights in the logo. ICF further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

ICF's name ("International Coaching Federation"), acronym ("ICF") and/or logos may not be used by an individual or organization that isn't directly affiliated with ICF.

EXAMPLES OF ACCEPTABLE USE INCLUDE:

- ICF members referring to themselves as such on their coaching business' website.
- An ICF chapter launching a Facebook group according to the guidelines provided by ICF.
- ICF credential-holders referring to themselves as such in press releases regarding career milestones.

EXAMPLES OF UNACCEPTABLE USE INCLUDE:

- Graduates of ICF accredited coaching education programs calling themselves an "ICF coach."
- Marketing a webinar with a title such as "How to Become an ICF Coach."
- Creating a LinkedIn group with a title such as "ICF Coaches' Group."

ICF

**International
Coaching
Federation**

Member

071

Horizontal Lockup

The ICF member logo identifies the ICF Professional Coaches members. Use this loog when identifying yourself as an ICF member on your website and marketing materials. The horizontal lockup should be used whenever possible.

This logo is a carefully created piece of locked artwork that should not be altered in any way.



MINIMUM SIZE

The minimum height is 1" for print applications and 75px for digital applications.

072

Color Variations

The ICF member logo lockup has several color variations for use on different background types, tones, and colors.

When in doubt, use the most legible version of the logo for the available background.

For printed executions, special care should be given to ensure logo legibility on the final media or material used.

Full Color



ICF blue with the ICF Professional Coaches blue gradient in the “C”

Single Color, White



Solid reverse white

Color on White



Solid ICF blue

White on Color



Solid reverse white

073

Stacked Lockup

Designed specifically to be vertically efficient, the stacked lockup is a perfect fit for taller areas.

While we generally prefer the horizontal version, there are no specific restrictions that would prevent this version from use.

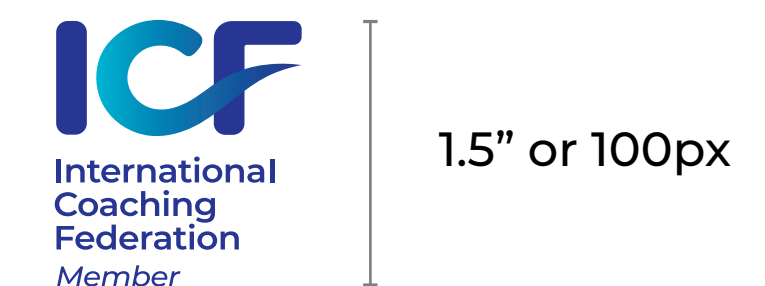


International
Coaching
Federation
Member



CLEAR SPACE

At a minimum, there should be clear space equal to the height of a capital letter from the wordmark on all four sides of the logo.



MINIMUM SIZE

This version is not intended for extremely small sizes. The minimum height is 1.5" for print applications and 100px for digital applications.

Common Errors



Do not stretch, squash, skew, or distort the logo in any way.



Do not edit the logo color, use an off-brand color, or reduce the logo opacity.



Do not add graphic effects to the logo, including drop shadows.



Do not place the logo on a high-contrast pattern or busy photograph.



Do not change the layout or relationship between logo elements.



Do not encroach on the required clear space surrounding the logo or place the logo inside a box.

Note: This is not a comprehensive list of errors. These are simply the most common or egregious errors.

Questions? Contact us at support@coachingfederation.org.

075

Brand Colors

Color sets us apart and helps to evoke emotion.

The colors we've chosen for our brand is a key factor in differentiation and brand recognition.

As such, it is vital that our colors are reproduced faithfully and combined in the right way. This section covers these guidelines in detail.

Any color outside of those outlined within this section will be considered unauthorized.

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Primary Colors

PAGE 076

Family Organization Colors

PAGE 077

Neutral Palette

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Using Tints

PAGE 079

Approved Pairings

PAGE 080

Common Errors

076

Primary Colors

Color evokes emotion in a composition.

This palette is best used with restraint in combination with the family organization and neutral palettes.

Our brand should always be represented in one of the colors on this page, aside from specific recommendations within this guide regarding the family organization brands.

When reproducing these colors, please ensure accuracy on every touch point or execution.

Questions? Contact us at support@coachingfederation.org.

ICF Blue

Our main hue, conveying trustworthiness and confidence. Use in compositions as a background or text color.

Pantone 072 CP
CMYK: 100, 90, 0, 7
RGB: 48, 57, 141
HEX: #30398D

ICF Gold

Your attention, please! A bright color to command attention and bring warmth. Use with restraint for maximum impact.

Pantone 136
CMYK: 0, 22, 83, 0
RGB: 255, 191, 63
HEX: #FEBD3B

Deep Blue

A deep, dark blue specifically collected for use in backgrounds.

Pantone 2757
CMYK: 100, 81, 0, 51
RGB: 0, 30, 96
HEX: #001E60

Bright Yellow

A burst of bold. Use sparingly.

Pantone 603
CMYK: 4, 0, 78, 0
RGB: 246, 237, 78
HEX: #F6ED4E

077

Family Organization Colors

Each color on this page is approved for use with its designated family organization only.

Family organization colors may be used in combination with the primary and neutral palettes.



**ICF Professional Coaches
Light Blue**

Pantone 3125
CMYK: 89, 0, 19, 0
RGB: 0, 174, 199
HEX: #00AEC7



**ICF Credentials and Standards
Orange**

Pantone 716
CMYK: 0, 59, 100, 0
RGB: 234, 118, 0
HEX: #EA7600



**ICF Coaching Education
Green**

Pantone 340
CMYK: 100, 0, 81, 0
RGB: 0, 150, 94
HEX: #00965E



**ICF Foundation
Magenta**

Pantone 1925
CMYK: 0, 100, 52, 0
RGB: 224, 0, 77
HEX: #E0004D



**ICF Coaching in Organizations
Purple**

Pantone 7656
CMYK: 45, 91, 0, 3
RGB: 142, 58, 128
HEX: #8E3A80



**ICF Thought Leadership
Red**

Pantone 485
CMYK: 0, 95, 100, 0
RGB: 218, 41, 28
HEX: #DA291C

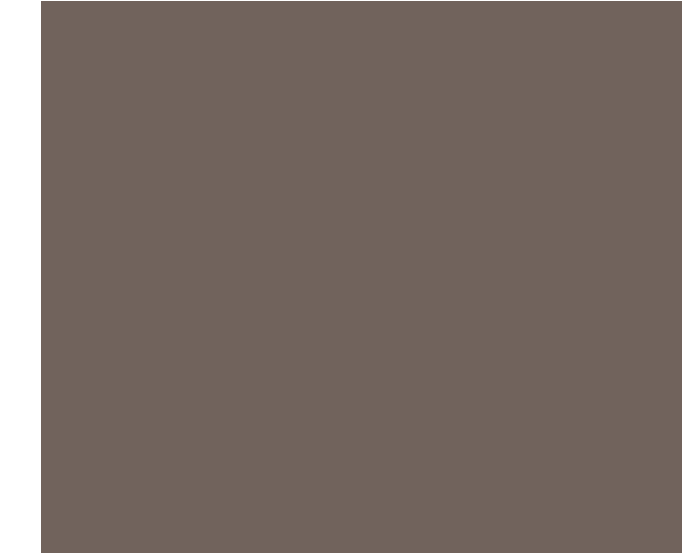
078

Neutral Palette

Each color on this page is approved for use, but this list is not comprehensive or restrictive. We recognize executions may require additional colors.



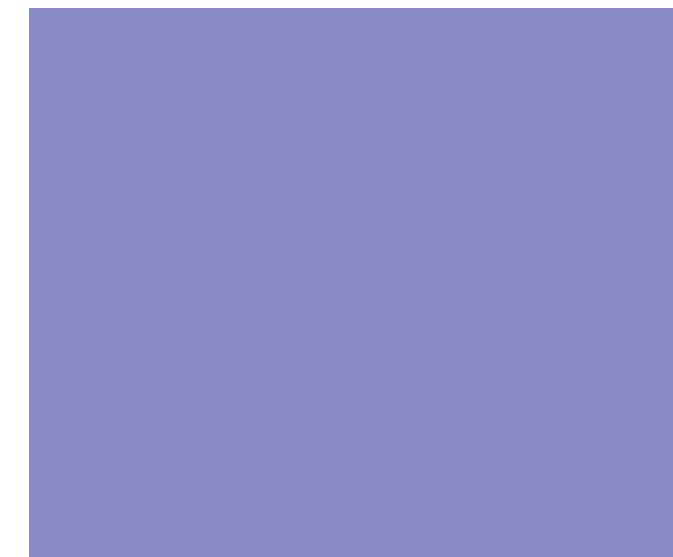
Pantone Warm Gray 3
CMYK: 21, 20, 21, 1
RGB: 191, 184, 175
HEX: #BFB8AF



Pantone Warm Gray 9
CMYK: 40, 40, 42, 19
RGB: 131, 120, 111
HEX: #83786F



Pantone Cool Gray 11
CMYK: 63, 52, 44, 33
RGB: 83, 86, 90
HEX: #53565A



Pantone 271
CMYK: 49, 44, 0, 0
RGB: 149, 149, 210
HEX: #9595D2



Pantone 2727
CMYK: 49, 44, 0, 0
RGB: 86, 126, 191
HEX: #567EBF

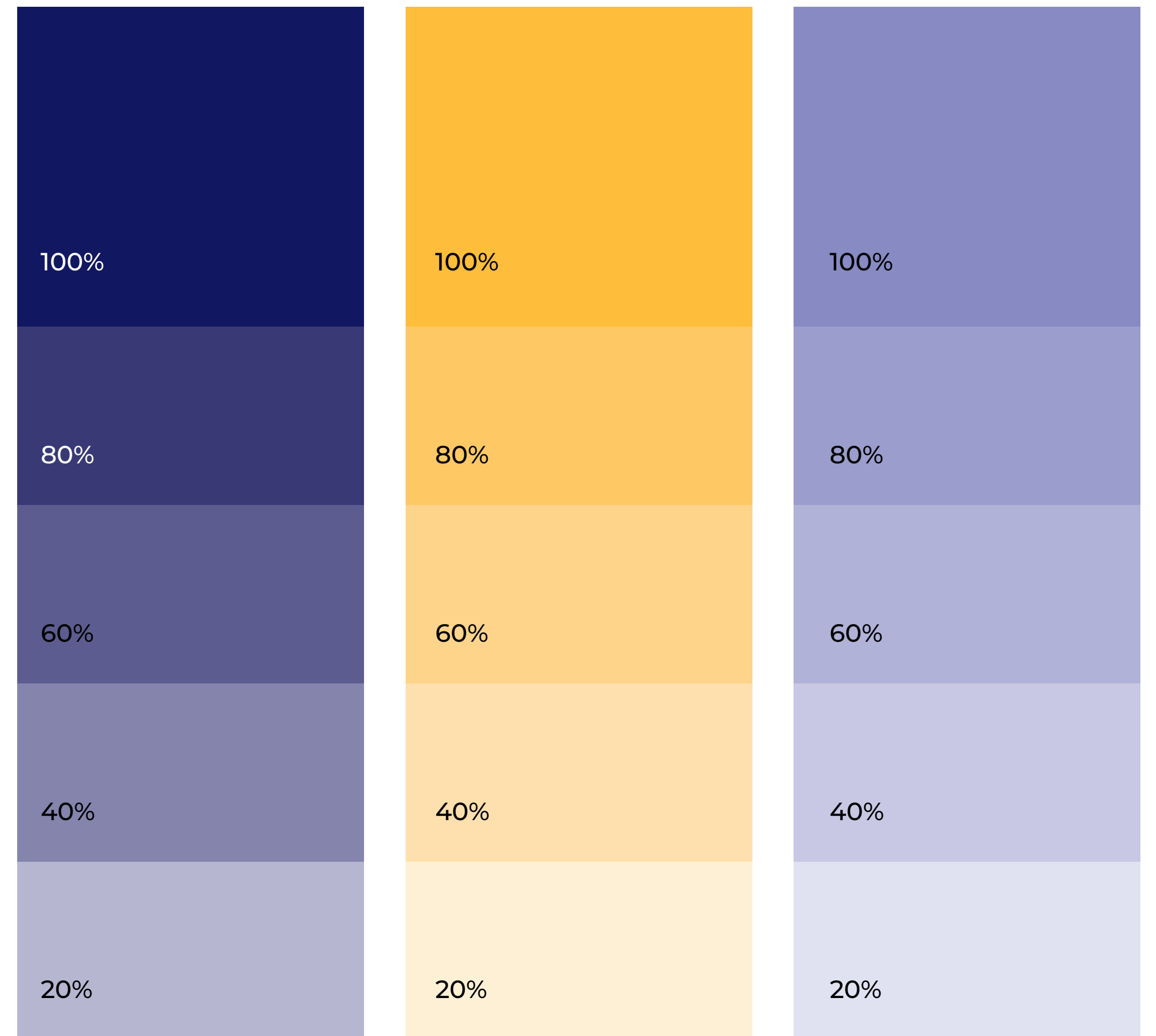
079

Using Tints

We prefer our brand colors used without editing, but some situations require the use of color tints, especially on the web. For example, when a user hovers over a button on our website, using a tint change can help confirm their action.

If necessary, use a 20% tint step system, keeping legibility in mind. Any tint below 60% used as a background will require dark text.

We prefer to not use the ICF blue in tints to maintain integrity of the primary brand color.



Questions? Contact us at support@coachingfederation.org.

080

Approved Pairings

Nearly all of the colors within our primary palette can be used in combination. Whenever possible, strive for legibility with contrast, especially when setting typography.



White text and icon on a solid ICF blue background. Perfect for use in print and web.



White text and icon on a dark blue background. Great contrast and legibility.



White text and icon on ICF gold background. Slightly lower contrast.



Blue text and icon on a light gray background.



Blue text and icon on white. Classic combination and great contrast, without use of black.



Blue text and gold gradient icon on white. The pop of gold draws attention and visual interest.



Blue text and gold gradient icon on a very light colored background.



White text and icon on a dark gray background.

081

Common Errors

Everyone should be able to read what we write and see what we make. Color contrast is vital to ensure an accessible execution.



Do not place the ICF blue on the dark blue and/or dark grey tones. Not enough contrast.



Do not combine the ICF gold and yellow. The values are too close together to be legible.



Do not use black and white unless the final output is black and white.



Do not set important text in the family organization colors on top of the ICF blue. The contrast ratio is too low.



Do not change or adjust our colors in any way. Consistency in color is vital to brand recognition.



Do not use tints as primary colors. They should be reserved for effects and secondary tones in illustration.



Do not use off-brand colors, especially in combination with approved brand colors.



Do not use the gradient "C" with the white wordmark.

Typography

*We are obsessed
with the beauty of
typography.*

Few things communicate the look and feel of a brand more clearly than the way letters, numbers, and symbols are put together. We believe typography should strike a balance between legibility and interest.

This section will cover approved typefaces, the way we use typography to communicate clearly, and some helpful usage tips.

PAGE 082

Montserrat

PAGE 084

Lora

PAGE 086

Using Type

083

Montserrat

The typeface we chose for all brand executions.

Sans-serif

The old posters and signs in the traditional Montserrat neighborhood of Buenos Aires inspired Julieta Ulanovsky to design this typeface and rescue the beauty of urban typography that emerged in the first half of the twentieth century.

It is available for download at: fonts.google.com/specimen/Montserrat

ACCEPTABLE ALTERNATIVES

Montserrat should be used for every brand execution. However, we recognize in some circumstances it is not realistic to use custom fonts. In which case, system default sans-serif fonts should be used: Alternatives include Proxima Nova, Helvetica, and Arial, respectively.

Weights

Montserrat is a variable-weight typeface, which means you are able to customize weights and angles to create an infinite number of weights. That being said, we typically stay within these four weights.

Use contrast between heavy and lighter weights to communicate relative importance, otherwise known as hierarchy, of information.

Montserrat
Light

aåbcçdðeéffghiîjklmµnñoøpqærstuüvwxyz
 AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ
 0123456789°(.,'" -;:;!)?&©´°π®†≈◇™£¢∞§.ªº

Montserrat
Regular

aåbcçdðeéffghiîjklmµnñoøpqærstuüvwxyz
 AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ
 0123456789°(.,'" -;:;!)?&©´°π®†≈◇™£¢∞§.ªº

Montserrat
SemiBold

aåbcçdðeéffghiîjklmµnñoøpqærstuüvwxyz
 AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ
 0123456789°(.,'" -;:;!)?&©´°π®†≈◇™£¢∞§.ªº

Montserrat
Bold

aåbcçdðeéffghiîjklmµnñoøpqærstuüvwxyz
 AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ
 0123456789°(.,'" -;:;!)?&©´°π®†≈◇™£¢∞§.ªº

085

Lora

For special occasions
and circumstances.

Serif

Lora is a well-balanced contemporary serif with roots in calligraphy. It is a text typeface with moderate contrast well suited for body text.

It is available for download at:
fonts.google.com/specimen/Lora

Lora can be used as body copy text or as a heading text when looking for a more friendly and lighthearted feel.

Weights

Lora is a variable-weight typeface, which means you are able to customize weights and angles to create an infinite number of weights. That being said, we typically stay within these four weights.

Use contrast between heavy and lighter weights to communicate relative importance, otherwise known as hierarchy, of information.

Lora Regular	aåbcçdðeéffghiîjklmµnñoøpqrærstuüvwxyz AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ 0123456789°(.,'”-;:;!)?&©´°π®†≈◇™£ç∞§•ªº
Lora Italic	<i>aåbcçdðeéffghiîjklmµnñoøpqrærstuüvwxyz AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ 0123456789°(.,'”-;:;!)?&©´°π®†≈◇™£ç∞§•ªº</i>
Lora Bold	aåbcçdðeéffghiîjklmµnñoøpqrærstuüvwxyz AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ 0123456789°(.,'”-;:;!)?&©´°π®†≈◇™£ç∞§•ªº
Lora Bold Italic	<i>aåbcçdðeéffghiîjklmµnñoøpqrærstuüvwxyz AÅÂBCÇDEFGHIÍJKLMNOØÓÔÒPQRSTUVWXYZ 0123456789°(.,'”-;:;!)?&©´°π®†≈◇™£ç∞§•ªº</i>

Using Type

The Six Type Commandments

When constructing layouts, these tips will help you build dynamic, interesting, and on-brand compositions with typography.

While these rules are proven and sound, sometimes breaking them is the right call.

01

Stay Left-Aligned, Rag Right

Legibility and clarity are vitally important to great typographical layouts. Since most people read from left to right, we should align our type accordingly.

03

Align X-Heights or Baselines

Whenever you place text next to each other, either align the baselines (the line that the bottom of a lowercase x sits on) or align the x-heights (the top of a lowercase x). This helps align each line visually.

05

Give Things Space, If Needed

Negative space, or the space around elements, is vitally important. That being said, if informational elements belong together, move them closer together. Use grouping wisely; just try not to cram too many things in one space!

02

Skip Weights & Double Size

Contrast is the name of the game when it comes to great design. When in doubt, skip a weight when pairing two weights, and double the size between two text elements.

04

Watch The Rag

When setting paragraphs, keep an eye on the right (ragged) edge. If the rag unintentionally creates a recognizable shape, consider tweaking the language or resizing the container. Also, try to prevent single-word lines (orphans).

06

Keep Line Length Reasonable

It is easy for the user to get lost in long lines of text, and short ones are easily ignored. It's best to keep lines between 45 and 70 characters long, depending on the size of the font. This will ensure legibility as the font sizes increase or decrease.

Common Errors

Oh, Goodness, No...

Omnimus cuscilit que ea volesto et, sitatur minum rae. Et expel inctae rerum ea que omnima consedit maio

Do not use unauthorized fonts or typefaces. The only exception is stylized graphics for events or illustrations on a case-by-case basis.

No t good, nope.

Omnimus cuscilit que ea volesto et, sitatur minum rae. Et expel inctae rerum ea que omnima consedit malo con et venimaxim col epel iquunt. vor opo quam s duos inti usci ate sitas millabo re cica tiissimus

Keep tracking, kerning, and leading reasonable and legible. Do not stray far from the examples in this guide.

Not For Us

Omnimus cuscilit que ea volesto et, sitatur minum rae. Et expel inctae rerum ea que omnima consedit

Do not use completely justified alignment for multi-line text.

Help me

Do not stretch, squish, or otherwise mangle typography. Use the appropriate weight instead.

Too Much Stroke

Omnimus cuscilit que ea volesto et, sitatur minum rae. Et expel inctae

Do not use a stroke or outline on typography. Also avoid using a drop shadow on typography at all costs.

I'm Falling!

Omnimus cuscilit que ea volesto et, sitatur minum rae. Et expel inctae

Do not use typography on any angle other than 0° or 90°. Our typography should always read up if 90°.

Note: This is not a comprehensive list of errors. It is simply the most common or egregious.

Photography

*Photographs:
Worth more than
1,000 words.*

Photography is vital to the success of our brand and should be treated as an essential part of our brand executions.

In this section, you will find guidelines on photographic composition, content, tone, and usage. Standardizing these facets of photography will ensure a consistent look and feel across our entire image library.

PAGE 089

Tone

PAGE 090

Composition

PAGE 091

People

090

Tone

Inspiring

Brand photographs should feel clean, fresh, and dynamic. We strive to use an inspirational tone.

The content of each photograph should convey our brand values, reflect our stakeholders in the best light, express each family organization's unique qualities, and above all, empower and inspire.

Always seek excellent lighting that provides contrast between highlights and shadows, even if the light source is simply an open window.

We strive to incorporate diversity and inclusivity within our photography as much as possible. We also prefer real people over stock photography whenever possible to create a feeling of authenticity. However, stock may be used when high quality photography is not available.



Questions? Contact us at support@coachingfederation.org.

091

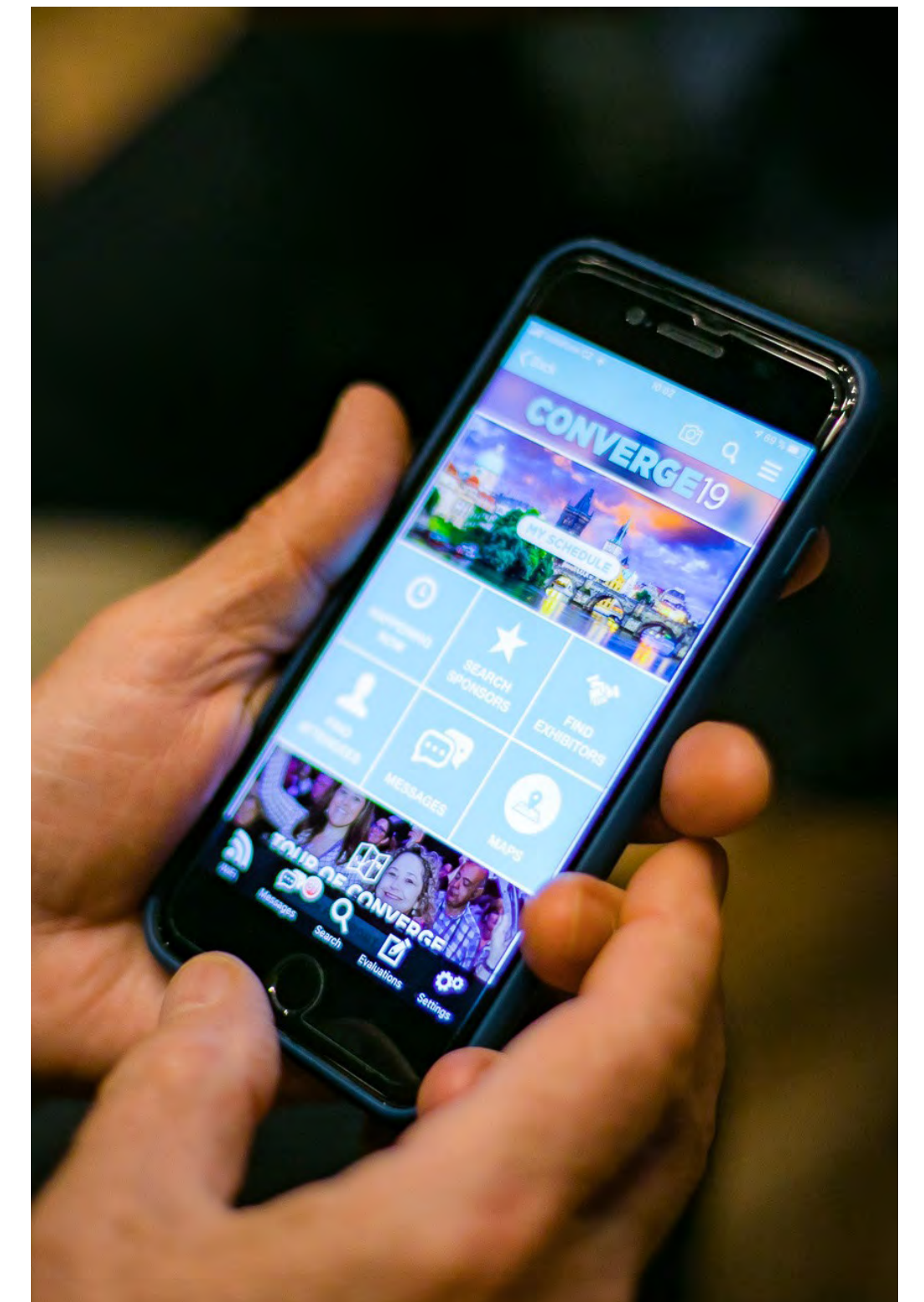
Composition

Dynamic & Intriguing

When composing a shot, use the foreground and background to ignite visual interest and curiosity.

Consider partially obscuring the subject with an object in the foreground. Or obscuring an otherwise dull background with a very shallow depth of field.

Using lighting effects like interesting concealing shadows and bright highlights can also create an interesting effect that draws the eye.



092

People

Photographing People

People are the heart of our brand and should be treated with the highest respect during all shoots.

In general, you should avoid capturing identifying features of customers, unless they have signed a release prior to the shoot.

Whenever a person is the subject of a photograph, they should look relaxed, happy, and engaged. In order for the subject to appear natural, try to capture them “in the moment” instead of posing them. As a general rule, do not have them look directly into the camera lens.

Questions? Contact us at support@coachingfederation.org.



Brand Collateral

Pre-designed layouts, crafted with care.

From business cards to packaging, we've created several template files for print and production.

In this section, you will find guidelines on using the accompanying template files for standardized brand collateral.

Most of the specific guidelines, instructions, and details are contained within the template files themselves.

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Business Cards

PAGE 094

Letterhead

PAGE 095

Presentation Templates

Stationery

Business Cards

Business cards are reserved for ICF staff and board members, and are printed on an as-needed basis. In order to reduce our carbon footprint, do not produce business cards if they are not needed for day-to-day use.

Content on all business cards should follow the included template: nothing should be added or removed.

FRONT

Four-color process print on matte stock.



BACK

Blank or centered QR code that links to the a digital business card.



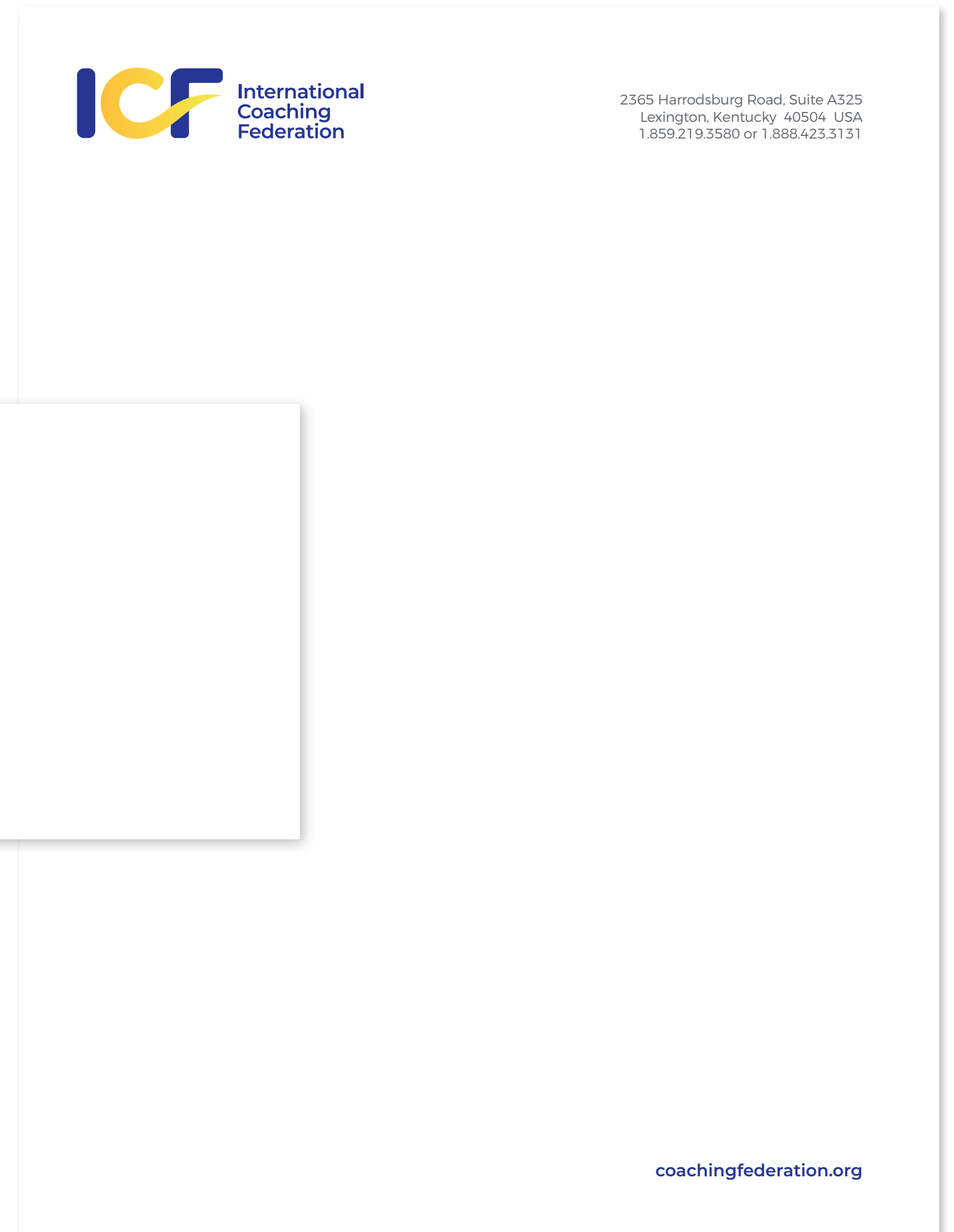
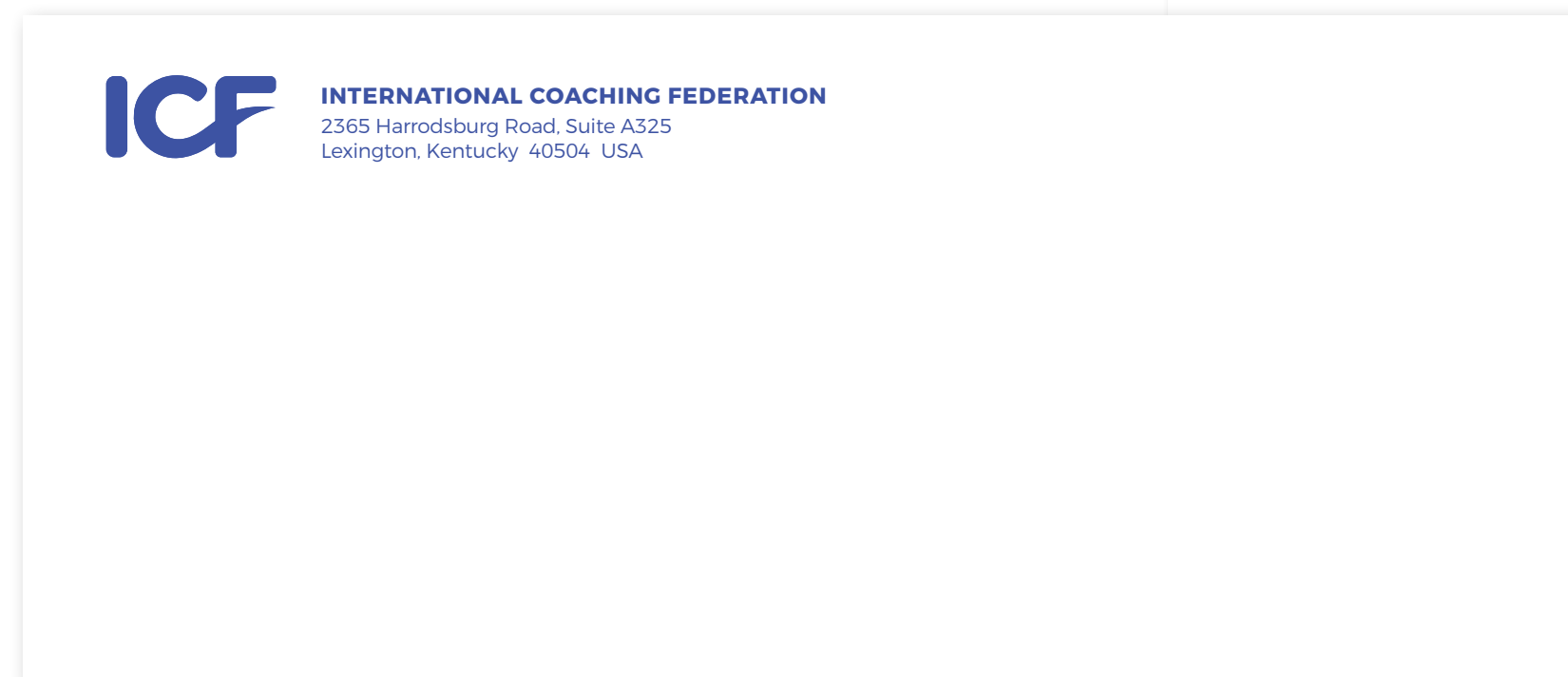
095

Stationery

Letterhead and Envelopes

Digital letterhead is available for ICF and ICF family organizations for use by staff and board members. Digital templates are provided by the ICF marketing and communications team and include formatting instructions.

Branded envelopes are also available for ICF staff and family organizations by request.



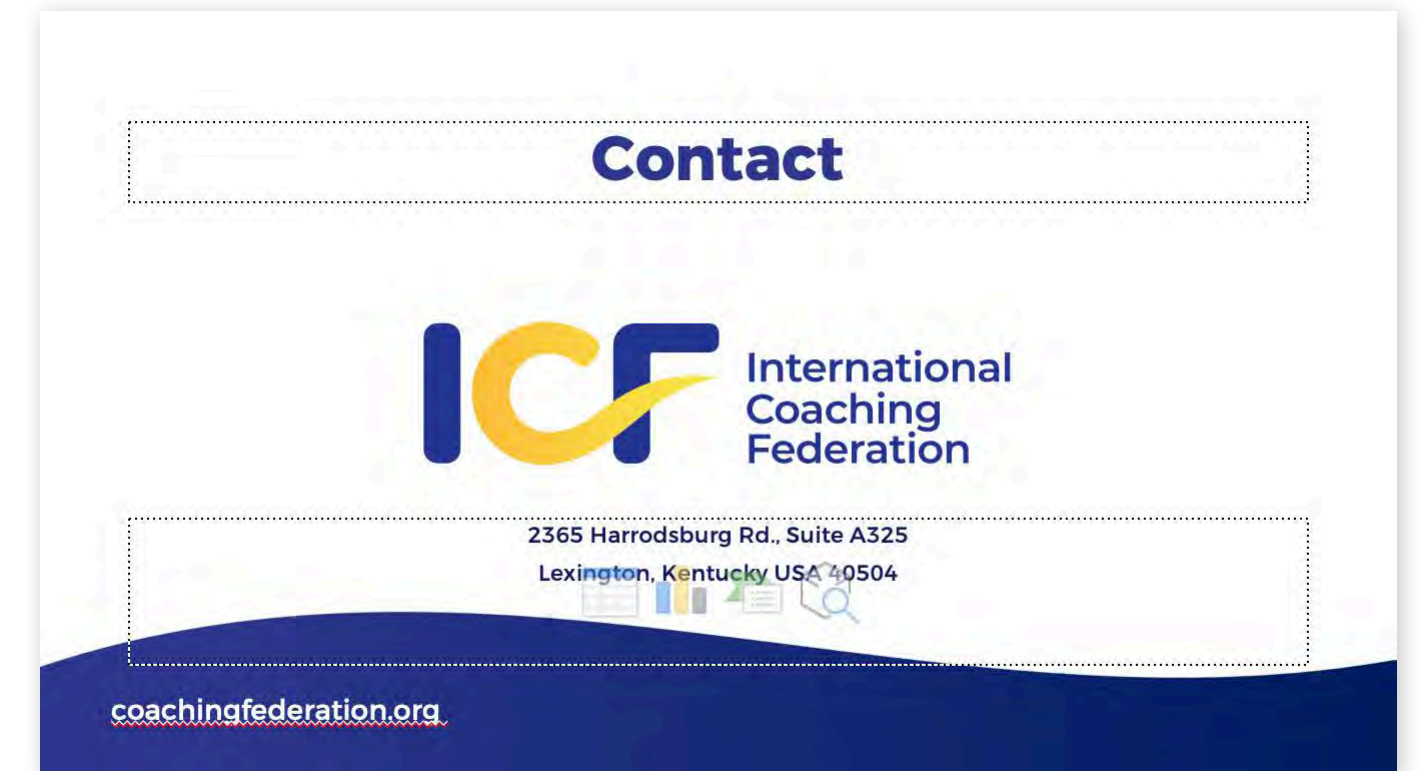
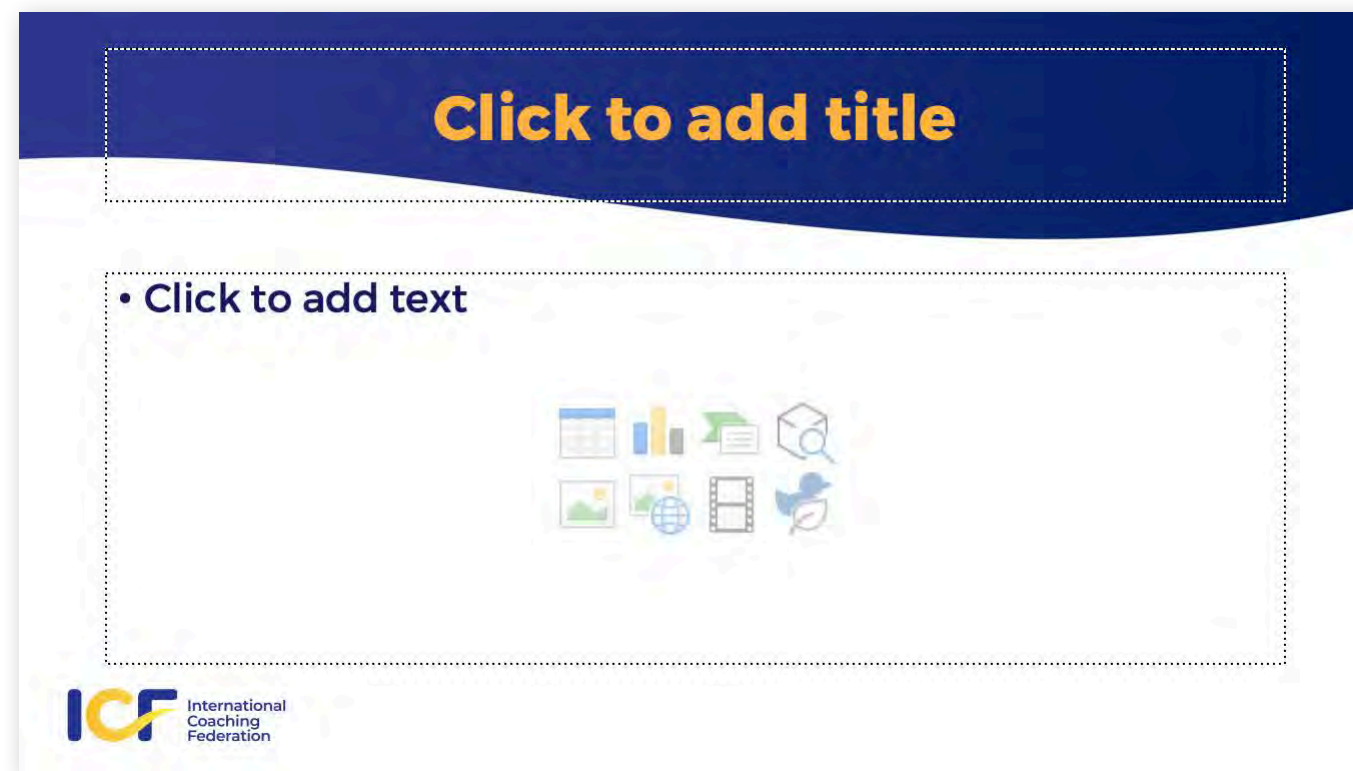
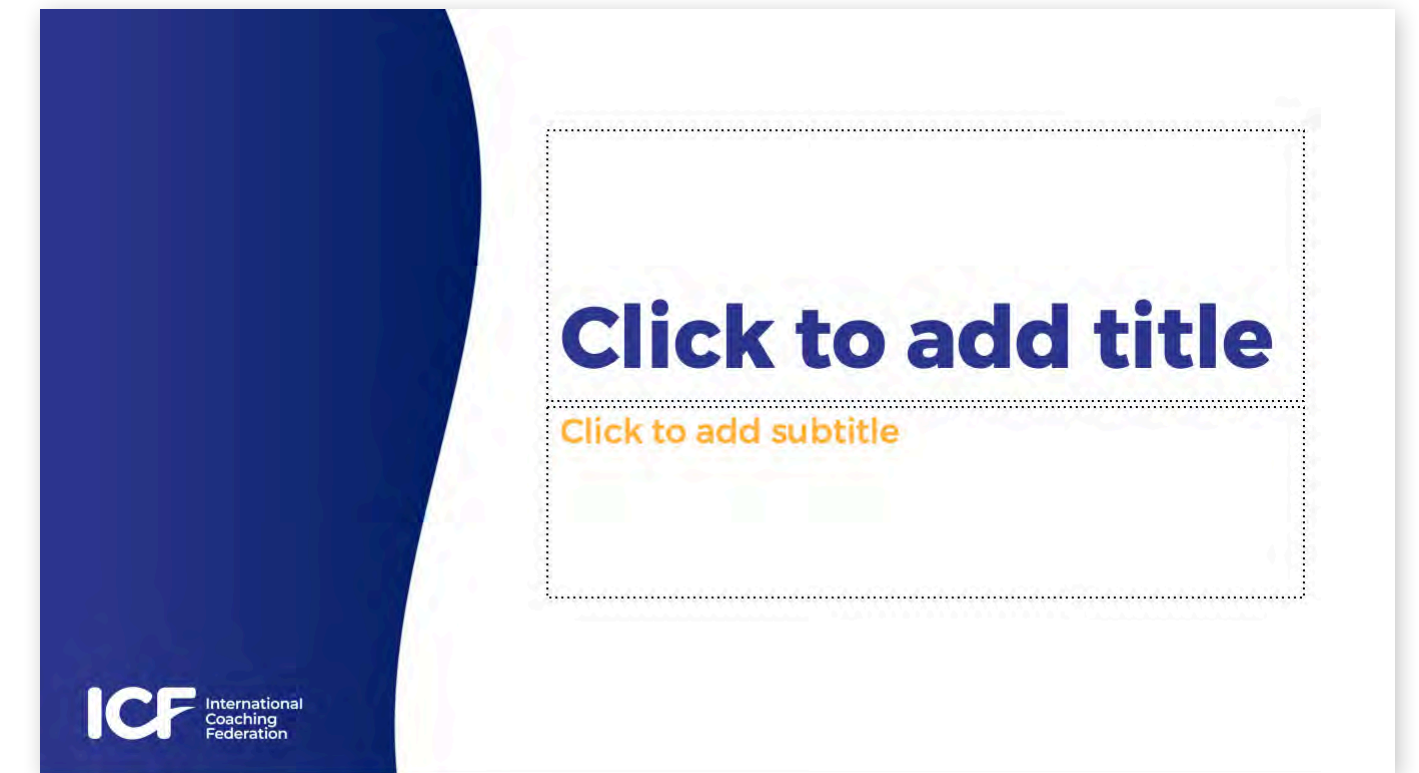
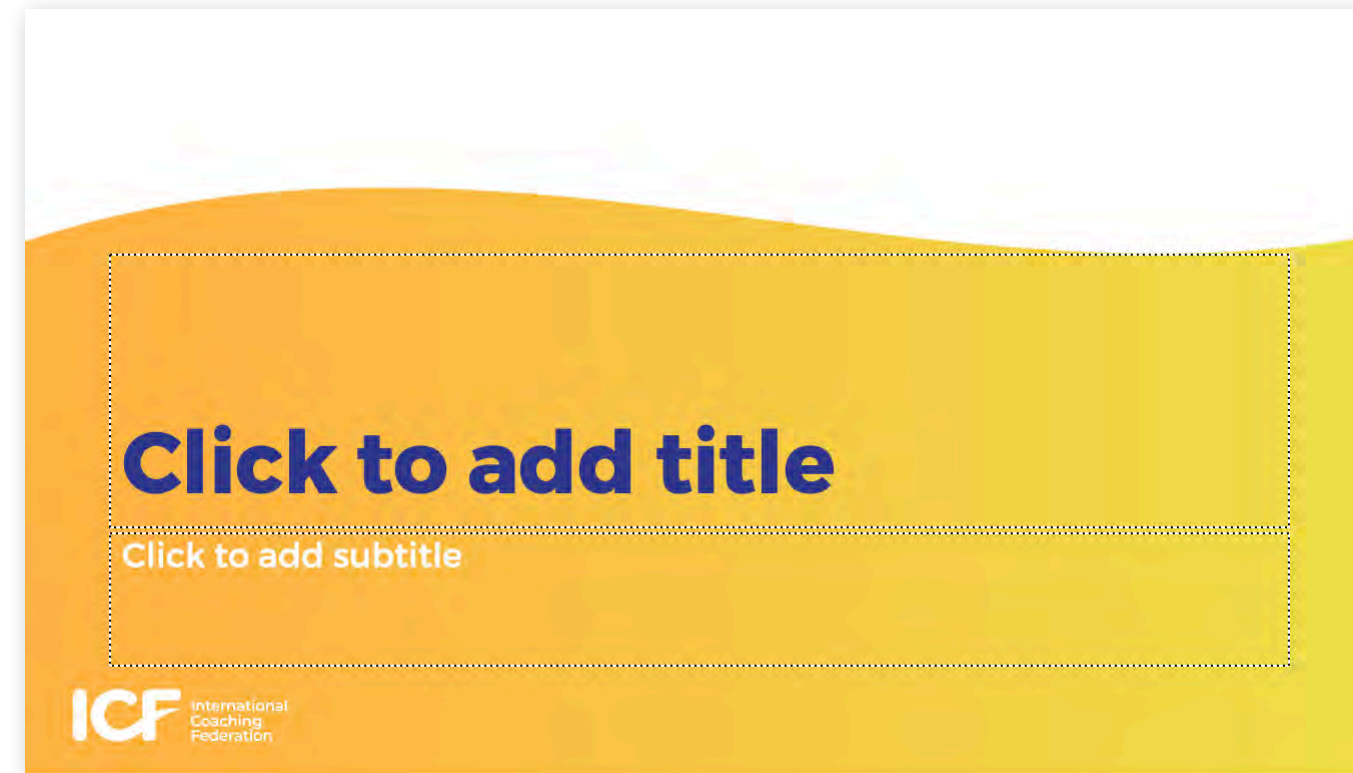
Questions? Contact us at support@coachingfederation.org.

Stationery

Presentation Templates

PowerPoint templates are available for ICF and ICF family organizations for use by staff and board members. The templates are provided by the ICF marketing and communications team.

Templates have also been created for each ICF chapter, customized with their chapter logo and preset with the appropriate brand colors.



Thank you.

From everyone at ICF, thank you for your attention to detail, your unwavering support, and your commitment to making our brand vision a reality for so many people.

Building a brand is like raising a child: It takes a village. Without you, we would not exist.

If you need any help with our brand, especially when working on a brand execution, please do not hesitate to contact support@coachingfederation.org.

Questions? Contact us at support@coachingfederation.org.





This guide is a living document and will be updated when necessary. The most recent copy can be found online at [coachingfederation.org/brand](https://www.coachingfederation.org/brand)