TO SINGULARIAN STORY

From messaging, social media and staging events, get your club noticed!



BRINGTHE

BIZING THE
KIWANIS BIZAND
TO LIFE!



BRANDING IS HOW PEOPLE SEE OUR ORGANIZATION.

It is the impact we have on communities around the world, and the emotion our words and actions instill. And it can have a big impact on how people in your community see your club. This notebook will help you bring the Kiwanis brand to life across your club's communication channels — consistently and effectively.

It is vital that the Kiwanis brand remain consistent in every Kiwanis community worldwide.



KIDS NEED KIWANIS BRAND CAMPAIGN

Kiwanis developed a plan to enhance our image: the Kids Need Kiwanis brand campaign. In three words, it communicates that we're about kids. The campaign's materials can help you show that Kiwanians have fun, laugh — and meet kids' needs, whatever and wherever they are.

Use the TV, radio, print, billboard, social media and digital materials in your club or district materials. They are all available at **kiwanis.org/brand.**

When you get there, remember the following tips and information.



VIDEO: Use these to tell the Kiwanis story.

- Short videos are for social media, websites and meetings. Ask your local cable television provider or network stations if they can be used as public service announcements.
- Incorporate longer videos into presentations.
- More videos are available online at vimeo.com/Kiwanis



RADIO: Ask your local radio station if they use public service announcements. If so, you can select from our ready-to-use commercials — or commercials to which clubs can add identifying information and a call to action.



PRINT: These color ads have been developed for use in newspapers, magazines, directories or programs. Call your local publication to determine the cost to place an ad. Kiwanis International can help you resize an ad.



BILLBOARDS: Many outdoor advertising companies donate billboard space to nonprofit organizations if they provide the vinyl or the digital content. Ask your local billboard company if they allow nonprofits to use space that has not been sold. We can work with the billboard company to get them the file they need.



SOCIAL MEDIA: We offer cover photos, posts and graphics for all social channels. These are easy to use and can be downloaded to your computer and uploaded to your social media accounts.



POWERPOINT: We provide a branded template with various slide designs for your presentations.



MEDIA RELEASES: Get media release templates on common subjects, as well as a letter to the editor and op-ed for newspapers.

KEY MESSAGES

Whatever you're promoting or communicating — whether it's your signature project, a fundraiser or the Kiwanis mission — you'll need some key messages. These are the points you want your audience to remember.

For that reason, key messages should be:

- · Jargon-free.
- · Informative but light on data.
- Supported with individual talking points.

ANOTHER TIP: Develop three key messages. It's enough information to support your communications, but not enough to overwhelm your audience. For example, here are three key messages about Kiwanis International:

- · Kiwanis is a global organization of volunteers.
- Kiwanis clubs address the needs of children in their own communities and around the world.
- Kiwanis members have fun together planning projects, providing service, raising money and during social events.



For people who aren't otherwise familiar with Kiwanis, your key message should give a sense of what the organization is about — in a way they

HETZE'S A GUIDE TO HELP YOU DEVELOP KEY MESSAGES:

Topic/issue:	
Background/history:	
Key message 1:	
Talking points:	
Key message 2:	
Talking points:	
<u></u>	
Key message 3:	
Talking points:	

DEFINE YOUR AUDIENCE

Your message will vary depending on whom you're talking to. To communicate the right message to the right audience, there are a few things to determine.

YOUR KEY AUDIENCE(S): They could be members, prospective partners or donors, prospective members or someone interested in your club's work.

STRATEGIES: What do you want to do? Are your best opportunities events? Media relations? Community outreach?

BUDGET: Do you have a PR budget? If not, look at the strategies and tactics you are planning, and determine what it will cost to execute them.

TIMELINE: When will you implement your strategies and tactics? Don't forget to include planning in your timeline.

IMPLEMENTATION/EXECUTION: What needs to take place for you to implement your plan?



EVALUATION: How will you measure your progress and the ultimate success of the plan?

LET YOUR PHOTO TELL YOUR STORY

Compelling photos and videos tell your story best. Vibrant images show what Kiwanis club members do and who they serve.

PHOTO TIPS:

- Determine your goal ahead of time.
- Anticipate the situation and imagine the shot. If you are
 photographing an event with kids, think about the image of the child
 receiving something instead of the club members standing in a row.
- A wide view of the room or event space is one option; another option is a closeup of faces. Take both photographs and see which shot you like the best.
- Get down to eye view. Kneel to get closer and avoid shooting down at your subject. You're much more likely to get a genuine expression this way.
- Avoid zooming in on your subjects. Move closer. Talk to your subject in a conversational tone and ask if you can take the photo.
- Keep the background simple. Avoid trees or items that appear to grow from behind a subject's head.
- Seek nice light and avoid shadows. Natural light works best if possible.
- Limit the use of a flash. Use only when the lighting is poor and you can't move to better light.
- · Avoid shots of backs, including heads. Faces are ideal.
- For a staged shot, ask your subject to move forward from a backdrop, banner or poster. Do not have a person stand straight against a wall.
- When placing a photo in a layout, avoid squashing or stretching to fit a dimension. Find the right photo for the dimension you need.
- Avoid processing and filters as much as possible.
- Use Kiwanis photos for your social media cover photos, website photos or marketing pieces. You can download them from kiwanis. photoshelter.com. The password is Kiwanis (with a capital K).

DIGITAL UPDATES

It's a digital world. Make sure your club is up to date! Regularly look at your club's:

LOGO

The Kiwanis brand is diluted when members of the Kiwanis family aren't consistently using the correct logo. If you are still using the oval globe, change it to the current Kiwanis logo. All approved Kiwanis logos are available at *kiwanis.org/logos*. Or get a free custom club logo at *kiwanis.org/customlogo*.



WEBSITE

Make sure it's up to date with information about when and where you meet. Include contact information and information about your service projects. Download ready-to-use Kids Need Kiwanis materials at *kiwanis.org/brand*.



FOR QUESTIONS OR HELP,
EMAIL US AT PROXIMANISORS.
OR CONTACT YOUR DISTRICT'S
PR COOPEDINATOR.

SOCIAL MEDIA

Facebook, Twitter and Instagram accounts are free — so they're great places to tell your story. That's why you should make them great places to visit:



- Post often. Make sure your club has at least two administrators for each account — so if one member can't post, the other can.
- Add posts and pictures from your last service project.
- Avoid posts of meals and meetings unless they show action.
- Use the ready-to-run videos, social media posts, cover photos and social media squares at kiwanis.org/brand.
- Make sure your contact information is correct.

Don't forget to follow Kiwanis International on social media — and share our posts. We post daily on Facebook and Twitter, and often tell inspiring stories of club activities and events. We also share graphics and videos — all information that you can like and share. Kiwanis' official Facebook page is *facebook.com/kiwanis*; go to Twitter or Instagram, and search for "@kiwanis."









SOCIAL MEDIA





FACEBOOK IMAGE SIZES

Facebook **Profile** (for personal pages)

Cover Photo 851 x 310 px



Profile Picture 180 x 180 px (min size)

Facebook Company/Organization Page



Cover Photo 820 x 312 px

Facebook **Group** (discussion/forum)

Cover Photo 820 x 428 px

Facebook Event

Cover Photo 500 x 262 px

Facebook Posts

Share Image 1200 x 630 px (on timeline: 487 x 255)

Create images for your website in this size so that they'll show up correctly when linked on Facebook.



INSTAGRAM IMAGE SIZES

Instagram Profile



Profile Picture 150 x 150 px (on timeline: 487 x 255)

Instagram Posts

Share Square Image 1080 x 1080 px (on timeline: 293 x 293) Note: It doesn't have to be a square, but one side needs to be 1080 px.

This image size would also work for Facebook.



TWITTER IMAGE SIZES

Twitter Profile

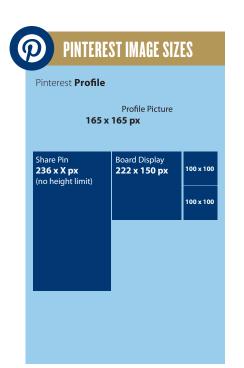
Cover Photo

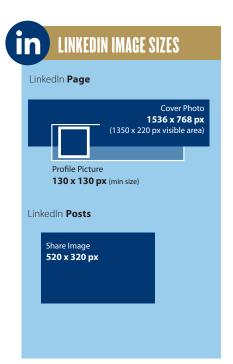


Profile Picture 200 x 200 px (min size)

Twitter Posts

Share Image 1024 x 512 px (on timeline: 440 x 200)





C	MEDIA POST G	HIDELINES	
SOCIAL		Ti was	INSTAGTZAM
	ACEBOOK	TWITTETZ	Similar to Facebook
LENGTH	Varies, but recommended length is fewer than 100 characters	Up to 280 characters but better as short "threads"	
		None	None
HEADLINE	None	Recommended but	Visual is priority!
PHOTO/ VIDEO	Recommended for every post	not required	Links not allowed
LINK	Cannot link text (like in a Word doc); must be separate URL	Cannot link text (like in a Word doc); must be separate URL and uses up to 23 of your characters	anywhere except for single bio link, which can be changed as needed

LOGOS, COLORS & TYPOGRAPHY

BRAND STANDARDS

USING THE LOGO



Kiwanis

PRIMARY LOGO



2-color: Blue and Gold



Kiwanis



1-color blue















MINIMUM SIZE



1.25 in or 3.175 cm

Kiwanis

.25 in or .635 cm

VARIATIONS

Club & District logos







Do not use any other image with your club or district logo.

THE COLORS

PMS: CMYK: RGB: HEX:

PANTONE 295 blue 100, 70, 0, 40 0, 57, 116 003874

PANTONE 872 gold (metallic) 20, 30, 70, 15 180, 151, 90

PMS: CMYK: RGB: HEX:

PANTONE black 0, 0, 0, 100 0, 0, 0 000000

PMS: CMYK: RGB: HEX:

YPOGRAPHY PRIMARY FONTS

THESE FONTS ARE NEW TO THE KIWANIS BRAND. THEY COMMUNICATE A BOLD PRESENCE WHILE STILL MAINTAINING AN APPROACHABLE AND FRIENDLY LOOK.

Please follow these typography standards:

Knockout HTF67 FullBantamwt

For use in headlines only and in all caps.

Avenir Next LT Pro Bold

For use in short blocks of body copy, photo captions or in all caps as the lead paragraph of long-form text.

Adobe Garamond Regular

For use in long-form, multi-page and editorial copy.

Knockout HTF69 FullLiteweight

For use in subheads and other descriptor lines in all caps.

Avenir Next LT Pro Regular

For use in short blocks of body copy, photo captions or in all caps as the lead paragraph of long-form text.

Adobe Garamond Italic

For use in long-form, multi-page and editorial copy.

DON'T HAVE ACCESS TO THE PRIMARY FONTS?

USE THESE OPTIONS:

Haettenschweiler

Alternate for Knockout HTF67 & HTF69 For use in headlines and subheads only and in all caps.

Arial Bold/Regular

Alternate for Avenir Next LT Pro

For use in short blocks of body copy, photo captions and in all caps as the lead paragraph of long-form text.

Georgia Regular/Italic

Alternate for Adobe Garamond

For use in long-form, multi-page and editorial copy.

All approved logos are available for download in a variety of formats. kiwanis.org/logos

TRADITIONAL MEDIA

You can accomplish a lot online. But traditional media such as television, radio and newspapers are still powerful ways to communicate. Follow these tips to get your story in print or on the air:

- Determine if your event warrants media coverage. A speaker at a
 meeting is not likely to attract media attention. A fundraiser for
 children in need, or an event where items are given to children or
 people in need, is a better bet.
- Develop three key messages about the event. (See page 4.)
- Use a Kiwanis template to write the media release and include your key messages. The most important information is WHO, WHAT, WHEN, WHERE and WHY. (See the template on page 16.)
- Make the beneficiary the focus of the story. Your club should not be in the first sentence of the story. That information comes later.
- Write the media release and have another club member, friend or colleague review it for grammar, spelling and punctuation.
- Identify a spokesperson who is comfortable delivering messages.
- Identify a club member who can respond to media and set up an interview, if needed.
- Identify a reporter who might be interested in covering your event.
 Look for reporters who cover children, philanthropy, education or service. Media websites usually include bios of reporters with information about their beats, or areas they cover.





- Check the reporter's social media accounts to help identify the right reporter.
- Most media outlets prefer to receive news in an email.
 Email addresses are usually online, in the contact us or about us section.
- If you can't find an email address online, call the outlet and ask for the email address for the news desk (print) or assignment editor (television or radio).
- Copy the media release into the body of an email. Don't send attachments.
- Provide links to your club's website and social media pages.
 Make sure they're up to date.
- Offer to provide photos.
- Don't call the reporter to ask if he or she received your email. You
 can call to inquire if the event warrants coverage, or to find out if
 you could provide more information, or event photos.
- Read, watch and listen to your media outlets so you know how they present news items.

PITCHING THE STORY

MEDIA RELEASE TEMPLATE FXAMPLE.



ATTENTION—GETTING-HEADLINES ATZE A GTZEAT WAY TO STATZT YOUTZ PITCH!

Contact: LOCAL PR CHAIR NAME Kiwanis Club of NAME PHONE NUMBER EMAIL ADDRESS

HEADLINE [CITY/TOWN] Children to benefit from new playground

SUBHEAD Kiwanis Club of NAME funds new outdoor play space at LOCATION

CITY, STATE (DATE) – Children in [NAME OF CITY/TOWN/NEIGHBORHOOD] will receive a safe oasis of play with a new [INSERT DOLLAR AMOUNT] playground.

A service project of the Kiwanis Club of INAME, the playground will be IBUILT/DEDICATED at ITIME, DATE,

PLACE

With ILIST ANY PARTNERS.

The club raised money for the project by ILIST A FEW FUNDRAISERS HERE

and
by working with IPARTNERS.

"Kids need Kiwanis, now more than ever before, and this playground is an example of how our club can meet a need in our community," said [FIRST AND LAST NAME, KIWANIS TITLE.] "[Insert rest of quote about opportunity to invest in community's children with an outdoor play space, how project came together, how children will benefit.]"

[SPOKESPERSON'S NAME] said the Kiwanis Club of [NAME] supports several projects to benefit children, including [list service projects that help children in your community.]

With partners including [LIST ANY PARTNERS], the Kiwanis Club of [NAME] determined the playground was a perfect club project. [Add if applicable: The new playground replaces an aging structure that was soon to be torn down OR The new playground adds an all-inclusive play space for children in PARK/SCHOOL/ETC].

[Insert quote from partner, school, city park, etc., explaining how Kiwanis provided necessary funds for playground.]

The Kiwanis Club of NAME, clubwebsite.com, social media channel such as Facebook or Twitter handle, welcomes new members who want to see community children thrive, prosper and grow. Information about becoming a member is available at [include link or phone number] or by attending a meeting at TIME/DATE/PLACE.

[Add more information about what your club has done for the community here.]

INTERVIEW TIPS

An interview is a process. Even beyond the interaction between you and a reporter, it requires preparation and follow-up. Here are some tips for all phases of a successful interview.

BEFORE THE INTERVIEW:

- Determine three key messages what you want the reporter to write or repeat. (See page 4.)
- Memorize your key messages. A note card with two or three key words is fine, but avoid pieces of paper with lengthy sentences during the interview.
- Avoid using jargon, facts or multiple numbers. Keep it short and simple — and memorable.
- Learn about the reporter who will conduct the interview:

Visit the outlet's website.

Check the reporter's social media channels.

Watch or listen to the TV or radio program; read the newspaper or magazine.

Anticipate questions. Reporters will not stick to your script. You can use bridging techniques to guide them back to your messages:

- Let me emphasize ...
- What's most important to know or remember is ...
- What matters most is ...
- And, as I've said before ...
- Let me just add that ...
- One thing that's important to remember is ...



DURING THE INTERVIEW:

- Be positive and upbeat.
- Keep your head up.
- Make eye contact.
- Follow your key messages and stay on track to make yourself quotable.
- Avoid rambling. Stay focused. Use an anecdote to tell the story.
- Project your voice and enunciate your words.
- Avoid saying, "That's a great question." If you know your key messages, you won't have to rely on transitions or stall for time to think of the answer.
- Use your club's name (e.g., "the Kiwanis Club of XYZ City").
- With any interview, act as if a camera is on you. Even without a camera, an observant reporter will record everything.
- Use a pause instead of saying oh, umm or ahhh.
- Be honest. If you don't know the answer to a question, say so.
- Avoid speculation. If you don't know something, offer to get the information, and ask for the reporter's deadline.
- Practice sound bites —15- to 20-second sentences that tell your story and can easily be used on television or radio.
- Avoid answering a hypothetical question. Use your key messages to transition from a hypothetical situation or question.
- Maintain eye contact especially if you are doing a television interview. Look at the reporter, not the camera.
- Never repeat a negative question, comment or rumor — it could be used as your quote.
- Avoid speaking for another individual or club member unless you are authorized to do so.

ALWAYS STAY
POSITIVE ... DON'T
TZEPEAT NEGATIVE
COMMENTS!

- Avoid "off the record" comments. Everything you say is fair game, even if it's not related to the subject matter of the interview.
- Never say, "No comment." It's better to say you can't provide any information and then return to your key messages.
- When you have completed your sentence, stop talking. If the reporter does not ask another question immediately, he or she could be formulating another question.
- Nervousness can cause people to speak softly or quickly or both.
 Practice your messages in front of family or friends, and in front of a mirror.

AFTETZ THE INTETZYIEW:

- Don't ask to see a story before it's printed or aired.
- If you promise to provide information after the interview, do so in the established time frame. If you said one hour, get back to the reporter in one hour.
- ★ A reporter might call to clarify a point or ask another question. This is a part of the process. Repeat your key messages and further develop your relationship.
 - You can call a reporter after the story is published or airs if you need to clarify a point. Avoid being argumentative.
 - You can send the reporter an email after the story airs or is published if you wish to say thank you.
 - Consider the reporter for a speaker at your club's meeting. It's a terrific way to learn about the news business.

STAGING AN EVENT

If the interview is conducted at an event, some key considerations will help you create the right atmosphere:

CHOOSE THE LOCATION:

- Create a place for photos or interviews. You can use your club banner or an event sign in the background. Use your club logo whenever possible. (See page 8.)
- Find an area away from the activity where a television or radio interview can be done. For TV, you'll want to see activity in the background.
- If you are at a service project, stand far enough in front of the activity so the camera can capture the work in the background.
- At an indoor or outdoor event, look for a simple background without a window or other distractions, such as art or plants.
- If you have a banner or logo, you can stand to the side of it.
- If you are outside, look for an area without traffic noise.





WHAT TO WEAR:

- For television, avoid wearing solid white or solid black, stripes, herringbone, plaid, floral prints or flashy jewelry.
- Solid, bright colors look best. A navy jacket or blazer, light blue shirt and a solid or stripe tie work best for men. One Kiwanis pin is plenty.
- If you are seated, sit on the back of your jacket to keep it from bunching up in front. Straighten your collar and tie.
- Women should wear a blouse or jacket and avoid a low or revealing neckline or collar. If you wear a skirt, knee-length is best. If you are seated in a studio interview, cross your feet at your ankles, not the knees.
- Men and women can wear powder on their nose and forehead to keep it from looking shiny. Women can wear lipstick but keep your makeup subtle.
- If you are doing an interview at a project, such as a pancake breakfast or a service event, a shirt with the proper Kiwanis logo is preferable. Make sure it's clean, pressed and fits your body. Wear a nametag if you have one.

AT THE EVENT

BODY LANGUAGE AND FACIAL EXPRESSIONS:

- For TV, always keep your eyes on the interviewer. Avoid looking at the camera.
- Keep a smile on your face the camera could show you during the questions. A smile will make you look confident and relaxed.
- · Avoid bobbing your head or using big hand gestures.
- · Avoid crossing your arms against your body.
- Blink naturally.
- Have a light snack or drink before your interview, particularly if you are in a studio. You don't want your stomach to growl. But avoid eating quickly so you don't burp or hiccup.
- If you are seated, sit up straight. Keep your hands in your lap.
 Women should cross their legs at their ankles; men should keep both feet on the floor. If you are at a table, you can place your hands on the table but keep them open, not clasped.
- If you are standing, don't lock your knees. Stand on the balls
 of your feet, with your feet six to eight inches apart, one foot
 slightly in front of the other. Keep your hands out of your
 pockets. Avoid swinging your arms and swaying or bouncing on
 the balls of your feet.



MAKING AN IMPACT:

- The first 30 seconds and the last 30 seconds of a message have the most impact. Return to key messages and repeat, repeat, repeat.
- Taped segments will be edited for sound bites, so practice your key messages in 10- to 15-second sound bites.

Remember the Rule of Seven:

The average person needs to hear something seven times before it starts to sink in.



CRISIS COMMUNICATIONS

CIZISIS DEVELOPMENT

A strong club can survive the unexpected — because it's prepared. That's especially true of a crisis. It could be the arrest of a club member for theft or embezzlement (either from the club or a workplace). Or it could be an accusation that a youth leader has behaved inappropriately. If your club experiences a crisis, call us and we can help.

The following worksheet can help you organize your thoughts and record what is known. Use it to outline brief responses that analyze specific key issues.



CIZISIS WOTZKSHEET EXAMPLE

KEY CONCERN IN CRISIS
Describe the situation
ANALYSIS
Describe how the situation threatens Kiwanis
OPTIONS
Develop holding statement while all facts are gathered

CIZISIS WOTZKSHEET EXAMPLE

OPTIONS	
Develop three talking points for the sit	tuation
RECOMMENDATIONS	
Describe what you would do	
UNINTENDED CONSEQUENCES	
List problems that could arise	
List problems that could arise	

COMMUNICATING WITH MEMBERS

Being clear and up-to-date with the people inside the club is important too. Here are some tips and resources for keeping everyone inspired and well-informed.

EMAIL

If you club uses email to communicate with members, follow these guidelines:

- Make sure it has a compelling subject line. Best practices suggest 30 characters or less.
- If you use an email delivery system with a template, use a short headline, typically 30 to 40 characters.
- Be succinct Don't ramble
- Have an identifiable call to action what do you want the recipient to do?

HELP AND RESOURCES

- Subscribe to Buzz Builder, a monthly email with public relations, social media and event tips and trends. Go to kiwanis.org/ buzzbuilder.
- Read Kiwanis Update, a weekly email with inspiring stories and news you can use in your communications.
- Manage your email preferences at kiwanis.org/subscribe.

MY CONTACTS

Name	 	
Phone		
Email		
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MORE RESOURCES

ARE ONLINE AT:

KIWANIS.ORG/

POPULAR - RESOURCES

