



2020 BRANDING & CONTENT SUBMISSION GUIDELINES

Developing, retaining and recruiting diverse talent for the energy transition

OUR BRANDING: HOW WE SEE OURSELVES

We all want to tell a compelling, forward-thinking story about the Pink PetroSM experience. While there are many different internal and external audiences, the tools presented here should inspire each of us to take part in the Pink Petro story.

Pink Petro brands include The GRIT Awards[®], Best Energy Workplaces[®], Experience Energy[®], Pink PetroSM, AllySM, The Voices of EnergySM, The Faces of EnergySM, and Energy Workforce of the FutureSM. These brands are trademarked entities by the United States Trademark and Patent Office. The TM and SM marks must be used in the first mention either in communication text and/or graphics.

BRAND FONT

The brand font uses Open Sans. This font is available for install, Please contact us if you need it.

Base

- Font: Open Sans
- Weight: 400
- Style: Normal
- *Size:* 14px
- Color: #323831

Blockquote

- Font: Open Sans
- Weight: 300
- Style: Italic
- *Size:* 16px
- Color: Inherit
- Border-left: #E70095 solid 5px
- Padding-left: 30px

Strong Tags

- Font: Open Sans
- Weight: 700
- Style: Normal
- Size: Inherit
- *Color:* Inherit

Body Links

LIVE OR ON DEMAND

- Font: Open Sans
- Weight: inherit
- Style: inherit
- Size: inherit
- Color: #E70095

Em Tags

- Font: Open Sans
- Weight: 300
- Style: Italic
- Size: Inherit
- Color: Inherit

Body Links Hover

- Font: Open Sans
- Weight: inherit
- Style: inherit
- Size: inherit
- Color: #5E3327
- H Tags
 - Font: Open Sans
 - Weight: 300
 - Style: Normal
 - H1: 50 px
 - Н2: 32 рх
 - Н3: 25 рх
 - H4: 20 px
 - H5: 16 px
 - Н6: 14 рх
 - Color: #323831



powered by OPinkPetro

BRANDS

All brand logos are trademarked and/or service marked by the US Trademark office and must be used according to their intended design and color codes below. In the case of artwork on a colored background you may use reversed brands. All artwork should be approved in advance of release.

Service Marked Brands:

- AllySM
- Pink PetroSM
- The Voices of EnergySM
- The Faces of EnergySM
- Energy Workforce of the FuturesM

Brands marked and federally registered with the US Patent and Trademark Office:

- The GRIT Awards®
- Best Energy Workplaces®
- Experience Energy®



BRANDS: ALLYSM

AllySM Copy Fonts

Title Font

- Font: Open Sans
- *Weight:* 400
- *Style:* Normal
- *Size:* 16px

Base Font

- Font: Open Sans
- *Weight:* 400
- Style: Normal
- *Size:* 14px

AllySM Logo with Tagline



AllySM Logo without Tagline



AllySM Logo clearance:

other graphics, images and logos should not interrupt the ALLY logo within an ALLY logo's surrounding distance



Brand	Colors	HEX Codes	RGB Values
ALLY		#ee4180 #5b1934 #201d1e	238, 65, 128 91, 25, 52 32, 29, 30



BRANDS: ALLYSM continued

AllySM Powered by Pink Petro logo

This logo is used primarily in event graphics and other marketing materials.

Vertical Layout





Horizontal Layout





Brand	Colors	HEX Codes	RGB Values
ALLY		#ee4180 #5b1934	238, 65, 128 91, 25, 52
		#201d1e	32, 29, 30

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BRANDS

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Pink PetroSM copy fonts

Title

Base

- Font: Open Sans
- Weight: 400
- *Style:* Normal
- *Size:* 16px
- Color: #323831
- Font: Open Sans
- *Weight:* 400
- Style: Normal
- *Size:* 14px
- *Color:* #323831







Brand	Colors	HEX Codes	RGB Values	
Pink Petro		#e50695	229, 6, 149	
PILIK PELIO		#5c3327	92, 51, 39	

powered by PinkPetro

BRANDS

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Energy Workforce of the FutureSM

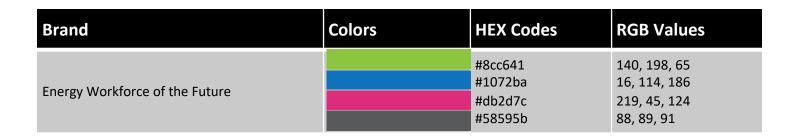
Title

•

- Font: Open Sans
- Weight: 400
- Style: Normal
- *Size:* 16px
- Color: #323831

Base

- Font: Open Sans
- Weight: 400
- Style: Normal
- *Size:* 14px
- Color: #323831







BRANDS

The GRIT Awards®

THE GRIT AWARDS®

Experience Energy®



Best Energy Workplaces®

BEST ENERGY WORKPLACES

Brand	Colors	HEX Codes	RGB Values
Experience Energy GRIT Awards Best Energy Workplaces		#00908c #201d1e	0, 144, 40 32, 29, 30
best Energy Workplaces		#201016	32, 23, 30



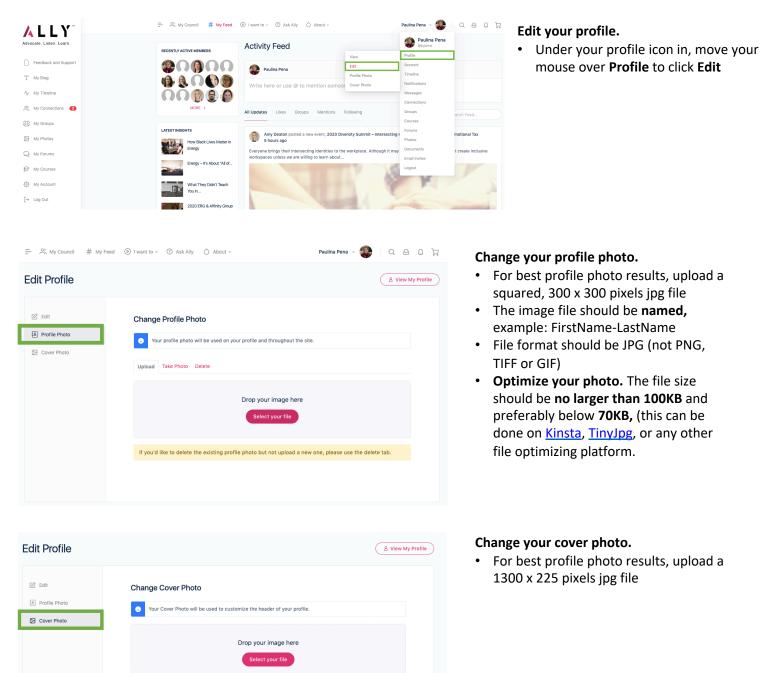
CONTRIBUTOR CONTENT SUBMISSIONS

For best results, upload an image that is 1300px by 225px or larger

If you'd like to delete your current cover photo, use the delete Cover Photo button

Create your ALLYSM Profile

Creating your ALLYSM profile is central to the way you experience ALLYSM. The more fields you fill in, the more the site's content will prioritize your interests and goals reflected in your profile description. This also allows others in your industry network identify you more easily To edit your profile, visit <u>Ask Ally</u> for clear instructions.





CONTRIBUTOR CONTENT SUBMISSIONS Create your ALLYSM Profile

To edit your profile, visit <u>Ask Ally</u> for basic instructions.

🗕 🔗 My Council 🛛 🗰 My Feed	▶ I want to ~ ⑦ Ask Ally	Paulina Pena 🗸 🥹 🛛 🖓 🕁
Edit Profile		8 View My Profile
🖒 Edit	Edit "Details" Information	
 Profile Photo Cover Photo 	Details About Me First Name (required) Paulina Public Last Name (required) Pena Public Change Nickname (required) only Me Change Mobile Phone (required)	
	Only Me Save Changes	

Edit "Details" Information

- First Name: Use your first name or preferred nickname in this space
- Last Name: Write your full last name or initial
- Nickname: this represents your username. Change or edit this to update your ALLY[™] handle
- Mobile Phone: Enter your preferred contact number. This does not sign you up to receive texts.
- Save Changes: All fields should be filled in before you save changes to update your profile details.

Edit "About Me" Information

- Gender: Enter this information to generate your preferred pronoun
- Title: this refers to your job title or position
- I am currently: Describe where you are at in your career to give others a sense of your experience
- My role is: Choose to reflect your skill sets and industry niche
- I am working in: Describe what path within energy you took or are currently taking to identify other users in that shared field

🖒 Edit

8 Profile Photo

🖂 Cover Photo

Details About Me		
Gender (required)		
Male and Female use "his" and	"her" pronouns in the activity feed. Other opt	ons use "their".
Female		
Only Me		
Title (required)		
Public Change		
I am currently (required)		
A few years in		
All Members Change		
My role is (required)		
Communications		
Public Change		
I am working in (required)		
Water		
Coal		



CONTRIBUTOR CONTENT SUBMISSIONS Create your ALLYSM Profile

To edit your profile, visit <u>Ask Ally</u> for basic instructions.

Give us a short description, no more than 180 characters.	Minuel	Tout
	Visual	Text
I'm the Digital Media Analyst at Pink Petro- let me know how I can help!		
Public Change		ألد
My Work Status (required)		
This is an important field so please select all the applicable boxes so that members, companies an	id organizatio	ins can
find you in the directory.		
Full Time		
Part Time		
Business Owner / Entreprenuer All Members Change		
On Pause or in a Career Transition?		
Taking a career pause		
In a career transition		
V Neither		
Public Change		
am interested in (required)		
lease use the Control Key to select more than one option.		
Building a Personal Brand		
Becoming an Ally in Gender, Race & Sexual Orientation		
Recoming a More Confident Negotiator		
ublic Change		
ell us more about the way you like to learn (required) lease use the Control key to make multiple selections.		
I learn best through reading		
Learn best through listening		
II Members Change		
am interested in these kinds of training: (required) lease use the Control key to make multiple selections.		
Un demand training		
121 Coaching		
Group Coaching		
ublic Change		
/olunteer Experience		
		Visual T

Edit "About Me" Information

- Short Bio: This is your chance to talk about who you are, what you value most or what your goals are!
- **My Work Status:** Choose the status that best describes your typical workday
- On Pause or in a Career Transition: Choose the career status that best describes your situation, if neither select Neither

Edit "About Me" Information

- I am interested in: Choose what you are most excited to learn about on ALLY!
- Tell us more about the way you like to learn: Choose the best way you retain information and remain engaged
- I am interested in these kinds of training: What kind of coaching interaction and involvement would you most prefer
- Volunteer Experience: If you are part of an organization that you give unpaid time to, share to give viewers an idea of your philanthropic interests.



CONTRIBUTOR CONTENT SUBMISSIONS Create your ALLYSM Profile

To edit your profile, visit <u>Ask Ally</u> for basic instructions.

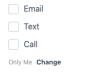
Degr	ree o	or Ce	ertifio	catio	ns													
																	Visual	Text
в	I	U	"	ABE	E		≣	≘	≡	€	Ċ	P	\times					
Public	Chi	ange																
Web	site																	
Public	Chi	ange																
Birth	day																	
Day			~	Mo	nth	-								~	Ye	ar		~
Only I	Лe																	
Ethn	icity	(rec	luire	d)														
	-																	~

Edit "About Me" Information

- Degree or Certifications: If you attended college and want to share your alma mater, or have received a certification from a trade school, write it out here
- Website: Paste the url to your website or social platform if you'd like to share
- Birthday: When were you born?
- Ethnicity: Where are you from?

Edit "About Me" Information

- **Desired Frequency of Communication:** How often would you like to receive email updates?
- Desired Methods of Communication: Through what channel do you like to receive news?



Only Me Change

On the Site

Desired Frequency of Communication (required)

Desired Methods of Communication (required)

Save	Changes	



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Post Creation - Topics

Thank you for your interest in contributing content to Ally. Please use the following as a basic guideline for all content submissions.

Categories: Submitted content must fir within at least one of these *topics.

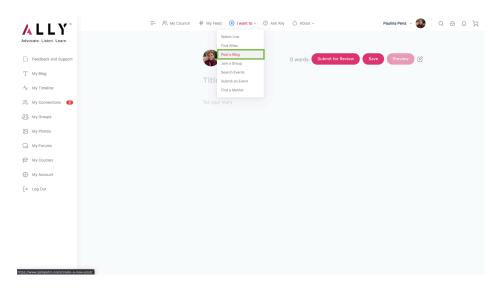
- News
- Career Search
- Change & Resilience
- · Creativity, Originality & Initiative
- Critical Thinking & Analysis
- Diversity and Inclusion & Allyship
- Digital Competence
- · Emotional Intelligence
- Entrepreneurship / Intrapreneurship
- · Financial Competence
- Help/FAQ
- Inspiration
- Leadership
- Problem Solving & Ideation
- Negotiation
- Philanthropy
- Recognition
- · Relationships, Conflict, Power & Office Politics
- Social Influence
- · Storytelling & Personal Branding
- · Sustainability
- Wellbeing & Self Care: Emotions, Energy, Stress & Life Balance *Exceptions can be made under certain circumstances.



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Post Creation – Written Content

These content guidelines for article creation are for outside contributors.

1. Select Post a Blog under the "I want to" in the upper menu bar



2. Enter your written content into the editor.

	= 🕺 My Council	# My Feed 🕑 I want to ~ ⑦ A	isk Ally 🔿 About ~	Paulina Pena 🕞 🌍	(D D)	þ
Advocate. Listen. Learn.						
Feedback and Support		Paulina Pena Draft	12 words Submit for Review Sav	e Preview 🕜		
T My Blog		Create a Compelli	ng Title (around 6 words)			
- My Timeline						
兴 My Connections 🔹			ce your story (optional, but helpful fo	or readers!)		
3 My Groups	+					
My Photos						
Q My Forums						
P My Courses						
My Account						
[→ Log Out						

Headline: Follow the KISS principle. Keep it short & simple.

- Six words or 55 characters.
- Grab the audience's attention!
 Compelling headlines receive the most clicks.
- Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions in your title
- Your headline should represent the content.
- Note: Headlines and sub-headlines are subject to change at the discretion of the Ally editorial team.

Article: 700 words or less.

- Exceptions will be made based on subject matter on a case by case basis.
- Present your thoughts in a clear and concise manner and use active verbs when possible.
- Use correct grammar and punctuation with one space after periods.
- Keep in mind a suitable keyword/keyphrases for your piece and write with SEO in mind (i.e., include keyword in opening paragraph, include keyword in some H2 headings, etc.)
- Feel free to suggest appropriate internal and external links with preference to ALLY members.
- If possible, include a suggested highresolution feature photo and include photo attributes at the end of the article. Any other photos must also have attributions/credit.

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CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Post Creation – Adding Media Content

Add media to your post.

3. Select the plus sign in the post editor to reveal the option to post a photo or video.



Photos: Total running time should be 2:30 minutes or less.

- Pictures should tell the story. Use them. Great visuals and images are keys to success.
- Ensure that you have the rights to share the photo.
- The image file should be **named** related to the image or article, example: Dog-Laying-in-Flowers
- File format should be JPG (not PNG, TIFF or GIF)
- Optimize your photo. The file size should be no larger than 100 KB, (this can be done on <u>Kinsta</u>, <u>TinyJpg</u>, or any other file optimizing platform.

4. Select the notepad sign to reveal the option upload a feature photo and tags.

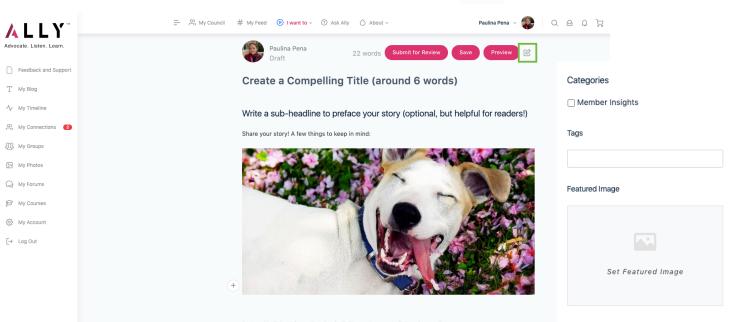
Add a feature photo and tags to your post.

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	$ \leq $	

Paste a Youtube, Vimeo, Facebook, Twitter or Instagram Link and press Enter

+

- Video: total running time should be 2:30 minutes or less. Exceptions will be made based on subject matter.
- Video: ensure that your Vimeo or Youtube link can be embedded properly and is not restricted to private viewing. If the Vimeo content needs to remain private, include pinkpetro.com as a domain to allow embedding the video.
- Social media embedding: ensure that the user profile is public



ste a YouTube, Vimeo, Facebook, Twitter or Instagram link and press Enter

Adding a Feature Photo

- Feature photo file should be named
- Feature photo should be 1280 x 720 pixels
- Feature photo should be optimized to a file size no larger than 100 KB and preferably below 70KB (this can be done on <u>Kinsta</u>, <u>TinyJpg</u>, or any other file optimizing platform.
- Save post as "pending review" then notify <u>support@pinkpetro.com</u>

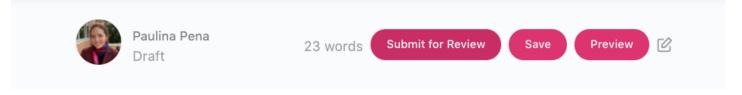
Adding Tags

- Create tags based on the main topics of your article
- Use proper nouns such as names, companies, cities



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Post Creation – Submit

Save your content or Submit for Review.



Save your post.

- To return back later to your post for further edits, choose **Save**.
- From your profile page, select **Blog** and then **Drafts** on the ribbon beneath it to continue editing your post.

Submit for Review.

- The ALLY[™] editorial team may make changes to all articles submitted.
- Content may be edited for style, substance, length, and SEO best practices.
- Links, art, and graphics may be added for context.
- Paragraphs may be shortened for clarity or brevity.
- The ALLY[™] editorial team reviews incoming content submissions daily. For questions or issues, visit our <u>member support page</u>.

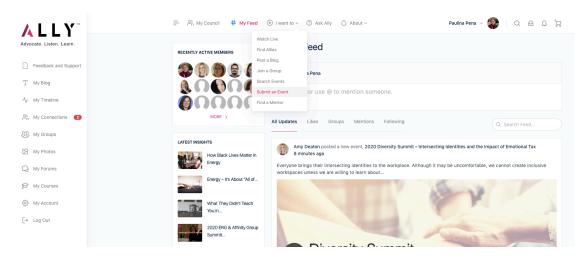
Visibility/Circulation: Websites, social media, newsletters, email

- Submitted content will appear on either pinkpetro.com or experience.energy.
- The Pink Petro editorial team schedules the editorial calendar and social media.
- Pink Petro may promote articles via Facebook, Instagram, Twitter, LinkedIn.
- Pink Petro shares content through digital newsletters, email campaigns and our partner sites



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Posting an Event

To submit an event to appear on our <u>Upcoming Events</u> page, complete the following steps.



1. At the top ribbon under the **I want to** tab, select <u>Submit an Event</u>

2. Fill in your events details under Add New Event

dd New Event	VIEW YOUR SUBMITTED EVE
ENT TITLE: (required	0
Keep your ev	ent title short but descriptive.
ENT DESCRIPTION	I: (required)
Add the deta	ils of your event here. At a minimum, describe your event in 5 to 6 sentences.
Include the p	ils of your event here. At a minimum, describe your event in 5 to 6 sentences. urpose, the audience (if it is restricted to a particular group or ompanies involved and the speaker names for better viewership.
Include the p company) cc	urpose, the audience (if it is restricted to a particular group or or ompanies involved and the speaker names for better viewership.
Include the p	urpose, the audience (if it is restricted to a particular group or or ompanies involved and the speaker names for better viewership.



External Link

ADDITIONAL FIELDS

Logistics:

Enter URL for event information

CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Posting an Event

1280 x 72	ned and optimized 0 pixels Choose a .jpg, .png, or .gif file under 512 MB in size.	
	CHOOSE IMAGE	
VENT CATEGORIES		
Select 1-3	event categories that reflect the topic of your event.	
VENT TAGS		
	gs based on the main topics of your article. ONLY add tags of proper nouns such as names, companies, cities, etc.	
ENUE DETAILS		
ENUE DETAILS	Create or Find a Venue× *	

Event Image

- Event photo should be 1280 x 720 pixels
- Event photo should be optimized to a file size no larger than **70KB** (this can be done on <u>Kinsta</u>, <u>TinyJpg</u>, or any other file optimizing platform.
- Ensure that you have the rights to share the photo.
- The image file should be **named** related to the image or article, example: Event-Name
- File format should be JPG (not PNG, TIFF or GIF)

Venue Details

- Add the full name of the venue
- If the event is not in person, select **Online** or **Zoom**

Organizer Details

 Add the full name of the company organizing the event.
 For partner events, select ADD ANOTHER EVENT to include more participants

Event Website

- Add the link to your original event page
- If there is no original event page: add your origination's page or the direct registration link

Additional Fields

 Add any necessary information about parking or ticket limitations here



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Posting an Event

EVENT COST	
Cost:	Free Leave blank to hide the field. Enter a 0 for events that are free.
TERMS OF SUBM	ISSION
	on must meet our branding guidelines and may be subject to editing and/or removal. Please is if you need any assistance: membership@pinkpetro.com
I agree to the	terms of submission (required)
	SUBMIT EVENT

3. Submitting your Event

Submit Event for Review.

- The ALLY[™] editorial team may make changes to all event submitted.
- Content may be edited for style, substance, length, and SEO best practices.
- Event Description may be shortened for clarity or brevity.
- The ALLY[™] editorial team reviews incoming event submissions daily. For questions, email support@pinkpetro.com.

Visibility/Circulation: Websites, social media, newsletters, email

- Approved events will appear on the <u>Upcoming Events</u> page.
- Pink Petro may promote event via Facebook, Instagram, Twitter, LinkedIn.
- Pink Petro shares events through digital newsletters and email campaigns

Event Cost

- Add the price of your event in USD
- If Free, leave as is

Terms of Submission (Required)

 Agree to the Terms of Submission by ticking the box

Event Website

- Add the link to your original event page
- If there is no original event page: add your origination's page or the direct registration link

Additional Fields

 Add any necessary information about parking or ticket limitations here

powered by PinkPetro

Twitter: 1200 x 670 px Instagram: 1080 x 1080 px

CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Creating an Event Graphic

If you are partnering with Pink Petro or ALLY to have an event, use the following guidelines to create the event graphic. Please email support@pinkpetro.com for correspondence on getting an event graphic created. If you are partnering with ALLY by Pink Petro for an event, below are the assets needed before creating the event graphic:

Copy Required:A-Event TitleSubtitle (optional)Speaker name & titleDate (with weekday preferred)-Time and time zone	Assets Required: Speaker headshot ALLY Powered by Pink Partner logo (exception	-
Fonts used: Main Event Title: Bebas or Helvetica Subtitle: Ridiculous General copy: Open Sans Logo Placement: ALLY Powered by Pink Petro: top left or bottom left Partner Logo Placement: Bottom left or right	Helvetica Open Sans	The Relationship Between Energy and the Media From A Female Journalist August 13th, 11am CT KLLY [®] powered by Pirk Petro
Image file type: JPG (not PNG, TIFF, PE GIF) Image file name: Should represent the event title, example: How-to-be-an-En Ally-PinkPetro-AABE Image file size for Wordpress: File sho be optimized, under 70KB Image file dimensions: Wordpress header: 1280 x 720 px Facebook: 1200 x 628 px	e iergy- Bebas	<text><text><section-header><text><text></text></text></section-header></text></text>



CONTRIBUTOR CONTENT SUBMISSIONS Guidelines for Social Media









Pink Petro Experience Energy <u>@PinkPetroLLC</u>
<u>@ExperienceEnergy</u>

<u>@PinkPetro</u> @Experience Energy Pink Petro Experience Energy @PinkPetro

We love to be active on social media. To best position your brand, please use the following specifications for artwork to be submitted to Pink Petro for social campaign distribution:

Channel	Post Type	Size/Dimensions (pixels)
Facebook	Profile Image	180 x 180
Facebook	Cover Image	820 x 312
Facebook	Shared Image	1200 x 630
Facebook	Shared Link Preview Image	1200 x 628
Facebook	Event Cover Image	1920 x 1080
Twitter	Profile Image	400 x 400
Twitter	Header Image	1500 x 500
Twitter	Instream Photo	600 x 335 (expanded to 1200 to 675)
Instagram	Profile Image	110 x 110
Instagram	Thumbnail Image	161 x 161
Instagram	Shared Images	1080 x 1080
Instagram	Story	1080 x 1920
LinkedIn	Logo image	300 x 300
LinkedIn	Cover Image	1536 x 768
LinkedIn	Banner Image	646 x 220
LinkedIn	Post	1104 x 736

Social media specs are updated frequently.

Please <u>CLICK HERE</u> for the most up-to-date image standards.

*Social post dimensions must be saved as RGB color mode and submitted as PNG or JPG file type. If including logo(s), please do not obscure with other artwork or typography (e.g. place other artwork or typography on top of, or touching logo artwork). Pink Petro takes pride in providing our community with insightful and reputable content. Please be advised that all artwork submitted is subject to be reviewed and approved;

Pink Petro reserves the right to request revised artwork submission should the provided artwork not meet our community standards.



ALLYSM MEDIA PROPERTIES

Please use the following specifications for artwork to be submitted to Pink Petro for use on pinkpetro.com.

Channel	Post Type	Size/Dimensions (pixels)
ALLY SM	Blog or video post Featured Image	1280 x 720 px
	Blog or video post Inline Images	700-1200 x less than 800 px
	Profile Photo	300 x 300 px
	Profile Cover Image	1300 x 225 px
	Event Feature Photo	1280 x 720 px

*All artwork must be saved as RGB color mode and submitted as PNG or JPG file type. If including logo(s), please do not obscure with other artwork or typography (e.g. place other artwork or typography on top of, or touching logo artwork). Pink Petro takes pride in providing our community with insightful and reputable content. Please be advised that all artwork submitted is subject to be reviewed and approved;

Pink Petro reserves the right to request revised artwork submission should the provided artwork not meet our community standards.

Questions? Please contact our content team, support@pinkpetro.com.

Pink Petro, Inc. 2101 Citywest Blvd. Houston, Texas 77042 USA +1.281.741.5482