

# PROJECT OFFICE TEMPLATES

Deliverable D2.1.4

WP2 – PROJECT COMMUNICATION

Project Acronym: TAKE IT SLOW  
Project ID Number: 10255547  
Project Title: Smart and Slow Tourism Supporting Adriatic Heritage for Tomorrow  
Priority Axis: 3 Environment and cultural heritage  
Specific objective: 3.1 Make natural and cultural heritage a leverage for sustainable and more balanced territorial development  
Work Package Number: 2  
Work Package Title: PROJECT COMMUNICATION  
Activity Number: 1  
Activity Title: Start-up activities  
Partner in Charge: PP2  
Partners involved: PP2  
Status: Final

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## 1. INTRODUCTION

Project communication is a crucial in every stage of a project implementation and it has to aim at making the general public, thematic experts, decision makers and other target groups in the Programme area aware of the project results and achievements. In particular, it has become one of the key elements to ensure durability and transferability of outputs and results.

The success of project communication depends on establishing and developing continuous relations with the key target groups and general public throughout and even beyond the project lifetime.

For a project to be recognizable it is necessary to work on its visual identity. Developing the project identity of a project means making sure that the objectives of the project are known and evident to all its stakeholders.

The present document collects all the templates created by the WP2 Leader – Public Institution Development Agency of Šibenik Knin County and made available to all project partners for communication needs. Each template can be downloaded from the project’s shared repository – Google Drive - and accessible to the partnership at any time.

The templates provided in this document have been created bearing clearly in mind the Project Brand Manual provided by the Interreg Italy-Croatia Programme. All the elements are compliant with the Programme brand identity rules, in terms of colours, fonts, logo placement, etc.

## 2. OFFICE TEMPLATES

The Office templates includes word, excel and power point both for internal and external use.

### 2.1. WORD TEMPLATE

Word template is released in 2 formats (horizontal and vertical), the document template includes a cover page, the project logo and the reference to the source of funding. It is also possible to fill in the footer with the partner organization data. The word templates must be used for all official written communications.

The colours and the font are the same provided by the Project Brand Manual:

Font Title: Arial

Size font:

- 16 pt (Headline 1)
- 14 pt (Headline 2)
- 12 pt (Headline 3)

Colour font:

- Light blue (#1abae9) for Headline 1 and 2
- Black for Headline 3

Font Text: Calibri

Size font: 12 pt

Colour font: Black

## COVER PAGE TITLE

Subtitle

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European Regional Development Fund

Operazione nome

Contact person

Telephone number

Address

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European Regional Development Fund

Operazione nome

Contact person

Telephone number

Address

## COVER PAGE TITLE

Subtitle

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Source: TAKE IT SLOW Communication Kit

## 2.2. EXCEL TEMPLATE

Excel template is released in 2 formats (horizontal and vertical) and it includes the project logo and the funding source. The colours of the table and font are the same provided by the Project Brand Manual:

Font Title: Arial  
 Size font: 16 pt  
 Colour font: Light blue (#1baae9)

Font Text: Calibri  
 Size font: 12 pt  
 Colour font: Black



**TITLE TABLE**

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Source: TAKE IT SLOW Communication Kit

## 2.3. POWER POINT TEMPLATE

Power point template includes the project logo and the reference to the source of funding. It must be used for all project's presentations in public events, internal and external meetings, trainings and educations. When the power point is used outside the project (for example on public occasions, such as events) use the template including the logos of all the partners. For internal use (for example meetings) you can use the template with the customizable footer with the logo of the single partner.



FARE CLIC PER MODIFICARE LO STILE  
DEL TITOLO DELLO SCHEMA

Project acronym | Department | Name

Meeting XY | Place | DD Month YYYY

European Regional Development Fund







Kliknite da biste dodali naslov

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Kliknite da biste dodali naslov

**Organisation name**  
**Contact person**

-  [Address](#)
-  [email@](#)
-  [Telephone number](#)
-  [www.italy-croatia.eu/take-it-slow](http://www.italy-croatia.eu/take-it-slow)



Source: TAKE IT SLOW Communication Kit

## 2.4. INVITATION TEMPLATE

Invitation template should be used for each meeting/event the project partners organize within the project. The template include logo, the funding source and the event most relevant information (name of organizer, title of the event, when and where, description, registrations).



Source: TAKE IT SLOW Communication Kit

### 3. CONCLUSION

This ready-to-use office template contribute to the external and internal communication of the TAKE IT SLOW project. They are helpful for all partners, who can easily use them for all communication purposes.

By following the provisions of the Project Brand Manual provided by the Interreg Italy-Croatia Programme, this deliverable allows adequate visibility of the project, the Programme and the commitment of European Union in support of territorial cooperation through projects.