

Email signature style guide

The email standards are flexible to allow each user to enter the appropriate information at their own discretion. Correct usage is outlined below.

Fonts

The text permitted for emails should be 12 point Helvetica in the colour black.

It is important that the colours and font is not altered to ensure consistent communication across all departments.

Email Signatures

Use basic contact information preserving the approved style

First_name Last_name (he/his)
Title

theatrical.

T. 0400 000 000

E. youremail@theatrical.com.au

W. theatrical.com.au

IG. @theatricalinc

YT. andrewg.tv

Include the following personalised information:

Name (bold)

Title

Mobile number (if applicable)

Email address

All other information (URL's, artwork etc) is standardised and must not be changed.

If you are involved in other Theatrical projects (Andrew G Presents, Andrew G TV, Theatrical Workshop) you will be provided with additional details about your email signature.

Email Signature Tips

Try not to use long titles. Your primary role should be used as your main titles, not all positions of responsibility.

Use the main phone number where you want to be reached; do not include a fax number. Personal quotations or philosophical statements should not be included as part of your signature. Your email signature is a direct representation of Theatrical's viewpoint.

You are welcome to add your personal pronoun(s) in brackets after your name provided that it is not in bold and italicised