## Wellington

### **Brand Guidelines**

Version 1.0 – November 2018

# 

Our brand is more than our name or logo. Our brand is a reflection of everything we do; it's the way we look, act and speak. Our brand is the essence of The Wellington School.

It explains what we're all about. When we live up to our brand, everyone we come in contact with—students, parents, visitors to campus, the community—has a clear picture of who we are and what we stand for.

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# Brand Framework

## Our What, Why & How

### What we do

We help shape those who will shape the world by welcoming curiosity, cultivating passion and embracing a diversity of thought, experience and personal identity.

## Why we do it

## We think education can and should be better. More agile, personal, active, and potent.

## How we do it

## We have a clarity of mission and an agility in method that's unique in education.

#### We're a catalyst in the lives of our

**students**, opening their minds and hearts to the world and their essential roles within it.

We're attuned to emerging themes, technologies, and opportunities that give our programs and experiences urgency, focus, and purpose.

We inspire students to want to know more and ignite their passions to *be* more.

We embrace learners where they are emotionally, intellectually, socially—and create individual paths that merge with those of other students. Our students are both independent thinkers and part of a meaningful whole.

#### We encourage ambitious thinking

because Wellington Jaguars do big things. Today, next month, and throughout their lives.

## What we value

### We value...

An impatient and disruptive energy that challenges the idea of what education can be. There's no time to wait for our educational system to evolve; our learners and our world need it now.

**The value of risks and resets** that come with the daring to experiment, reflecting honestly on how we did, and trying again with new knowledge of ourselves and the opportunity at hand. **Unflappable optimism** about our future, each other, and our capacity to live and learn together. We embrace humanity and know that listening and learning narrows our differences and broadens our understanding. How we express ourselves

## **Brand Personality**

How we aspire the world will see us. What we'll convey in all our forms of expression to establish and reinforce this perception.

We're **smart**. We're about ingenuity, a quick wit, the IQ+EQ kind of SMRT. This is Columbus, after all.

We're **daring**, knowing that before we can discover, we must first try.

We're **inquisitive**, caught up in the wonder of "what if?"

We're **approachable**. Because we realize the real genius lies in our students, not in an institution or a puffed-up view of ourselves.

We're charged with a **contagious energy** that draws people and awakens ideas.

We're all of this with a hint of "**sprezzatura**," an effortless ease, #iwokeuplikethis, comfort with ourselves.

## Brand Voice & Tone Direction

#### We are stewards of words—not too many, and just the right ones.

We commit ourselves to an expansive vocabulary.

Resist the urge to write paragraphs as if our value were based on word count

Make it worth our readers' time to scroll, click, or learn more

Sweat the word choice, not settling for the easiest or most common

Our writing should be sprinkled with challenge words—not to intimidate or impress, but to leave our audience smarter

No hiding behind education jargon—find a more inclusive option, possibly even something you'd never expect an "educational institution" would say Our words should provoke thought and inquiry rather than merely describe.

Explicitly through thoughtprovoking questions or implicitly through compelling statements, we keep our audience engaged in a silent dialogue

Limit the common, expected must-have words and call them out as such when they really must be used We're secure enough to laugh. Our mission is serious but we may not always be.

A little wit goes a long way to making us approachable

Engaged learning in a vibrant community is fun. Let it shine. Our cadence itself suggests our energy and bias for action. We should never look like we're trying too hard. Remember, sprezzaturra!

# Visual Guidelines

The public's perception of The Wellington School is affected by every item they see—every document, every envelope, and every note or e-mail. That's why it's important to always use our identity properly. Please review these usage guidelines for Wellington's brand elements, color palettes, and typography.

## Brand Elements



#### **Primary Wordmark**

The Wellington wordmark identifies us to the world and should appear on all communications, advertising, and promotions. It consists of a custom designed logotype.



#### **Primary Wordmark – Tag**

This is an alternate Wellington wordmark that is enclosed in a "tag." The dark background allows the mark to be used on top of any complex background photo or color, and will still retain the important legibility of our wordmark.



#### W Icon

The W icon consists of a single, bold "W" and an underline, which adds emphasis and anchors the upward momentum of the letterform.

## The Wellington School

#### **Secondary Wordmark**

This secondary wordmark, The Wellington School, should only be used when the full school name is required. The primary wordmark is the preferred logo whenever possible.



#### **The Wellington School Seal**

The Wellington School seal references when the school was established, and should have very limited usage—to be used only on official documents from the school, such as diplomas, report cards, and ceremonial items. Because of its restricted usage, the seal is not available for public download.

#### **Primary Wordmark**

## Wellington

#### **Minimum Size**

To maintain the integrity of the primary wordmark, it should not be reproduced at a width smaller than .75 inches in print or 180 pixels on screen.



.75 inches (print)

#### Wellington

180 pixels (screen)

#### **Clear Space**

A safety area around the brand elements will ensure legibility and impact.

The minimum clear space required around the primary wordmark is x, where x equals the height of the "W."

Use this safety zone between the logo and other graphic elements such as typography, images, or other logos to ensure it retains a strong presence wherever it appears.



#### **Incorrect Usage**

Use the illustrated examples below as a guide for what to avoid with the logo. Overall, do not alter the logo or compromise its legibility in a way that is different from the provided files.



**DO NOT** use with insufficient color contrast or over the busy area**DO N**of a photograph. Instead, use the **Primary Wordmark — Tag**, whichof thewas created to ensure legibility in these scenarios.indep

**DO NOT** lock up with the W icon, or use the W icon in place of the "W" in "Wellington." These elements should be used independently of one another.

#### **Primary Wordmark – Tag**



#### **Minimum Size**

To maintain the integrity of the primary wordmark — tag, it should not be reproduced at a width smaller than .875 inches in print or 200 pixels on screen.



Wellington
200 pixels (screen)

#### **Clear Space**

Because this logo was created for use on top of complex background photos or textures, the clear space rule does not apply in the same way.

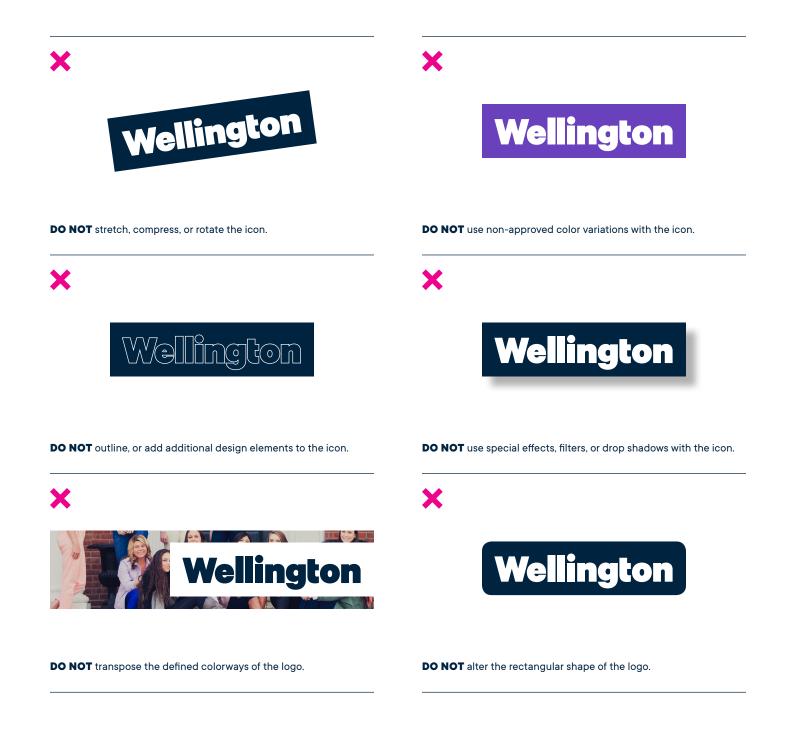
The primary wordmark should still be used whenever possible, if legibility is not an issue.





#### **Incorrect Usage**

Use the illustrated examples below as a guide for what to avoid with the logo. Overall, do not alter the logo or compromise its legibility in a way that is different from the provided files.



### W Icon



#### **Minimum Size**

To maintain the integrity of the icon, it should not be reproduced at a height smaller than .25 inches in print or 40 pixels on screen.

An exception for digital use is the favicon, (favorite icon), also known as a URL icon, which may used at standard favicon sizes.

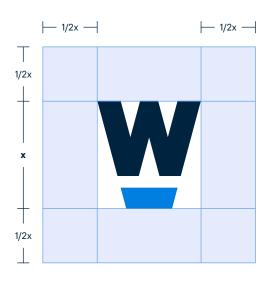


40 pixels (screen) -

W

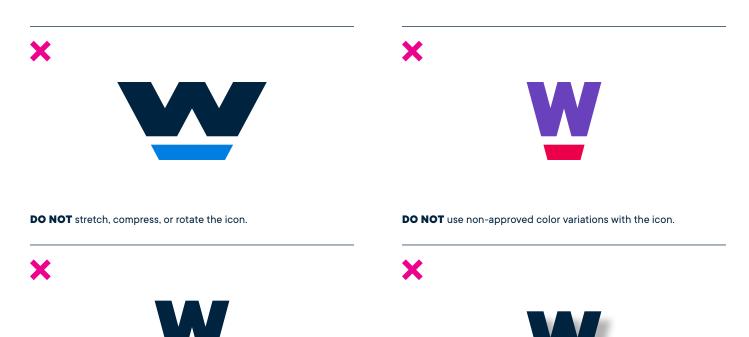
#### **Clear Space**

The minimum clear space required around the icon is 1/2x, where x equals the height of the icon.



#### **Incorrect Usage**

Use the illustrated examples below as a guide for what to avoid with the logo. Overall, do not alter the logo or compromise its legibility in a way that is different from the provided files.





**DO NOT** outline, or add additional design elements to the icon.



**DO NOT** use with insufficient color contrast or over the busy area of a photograph.

DO NOT use special effects, filters, or drop shadows with the icon.





**DO NOT** lock up with the Wellington logo, or use the W icon in place of the "W" in "Wellington." These elements should be used independently of one another.

### **Secondary Wordmark**

## The Wellington School

#### **Minimum Size**

To maintain the integrity of the secondary wordmark, it should not be reproduced at a width smaller than .75 inches in print or 180 pixels on screen.





180 pixels (screen)

#### **Clear Space**

The minimum clear space required around the secondary wordmark is x, where x equals the height of the "W."



#### **Incorrect Usage**

Use the illustrated examples below as a guide for what to avoid with the logo. Overall, do not alter the logo or compromise its legibility in a way that is different from the provided files.



Х



DO NOT outline, or add additional design elements to the logo.

Х

The Wellington School

**DO NOT** change the font or attempt to recreate the logo.



DO NOT use special effects, filters, or drop shadows with the logo.



DO NOT use non-approved color variations with the logo.

### **School Seal**



#### **Minimum Size**

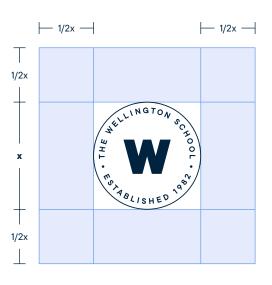
To maintain the integrity of the school seal, it should not be reproduced at a width smaller than .625 inches in print or 150 pixels on screen.

# .625 inches (print)



#### **Clear Space**

The minimum clear space required around the Wellington School seal is 1/2x, where x equals the height of the seal.



#### **Incorrect Usage**

Use the illustrated examples below as a guide for what to avoid with the logo. Overall, do not alter the logo or compromise its legibility in a way that is different from the provided files.



K

**DO NOT** stretch or compress the logo.



DO NOT outline, or add additional design elements to the logo.



**DO NOT** use with insufficient color contrast or over the busy area of a photograph.

**DO NOT** use the W icon in place of the "W" within the logo.



**DO NOT** use special effects, filters, or drop shadows with the logo.



**DO NOT** use non-approved color variations with the logo.

## **Color** Palettes

The use of color is an integral component in the creation of a memorable brand—consistent colors in our communications across print and web strengthens The Wellington School identity. Our palette was selected from the Pantone Matching System (PMS), the industry standard. Four-color process values (CMYK) and digital versions (RGB / HTML) were derived from the Pantone Color Bridge.

#### **Primary Palette**

#### Dark Blue

**Pantone** 289 C

**CMYK** 100 76 12 70

**RGB** 12 35 64

HTML 0C2340

#### Medium Blue

Pantone 2727 C

**CMYK \*** 70 47 0 0

**RGB** 48 127 226

HTML 307FE2

**Medium Blue** should be printed as a Pantone spot color when budget allows, due to a significant visual shift from its CMYK build.

#### Black

**Pantone** Black

**CMYK** 0 0 0 100

**RGB** 0 0 0

HTML 000000

White

**Pantone** White

**CMYK** 0 0 0 0

**RGB** 255 255 255

HTML FFFFFF Full Grayscale

#### **Secondary Palette**

Pantone 3252

Green

**CMYK \*** 49 0 23 0

**RGB** 42 210 201

HTML

\*

Green should be printed as a Pantone spot color when budget allows, due to a significant visual shift from its

**мүк** 19 89 0

**RGB** 255 199 44

HTML FFC72C Pantone

Orange

**СМҮК** 0 61 97 (

> **RGB** 255 106 19

**HTML** FF6A13

RGB

Fuchsia

224 0 77

**HTML** E00004D **Pantone** 675

Plum

**СМҮК** 18 100 0 8

**RGB** 174 37 115

**HTML** AE2573 Purple

#### **Pantone** 266

**CMYK** 76 90 0 0

**RGB** 117 59 189

HTML 753BBD

Purple should be printed as a Pantone spot color when budget allows, due to a significant visual shift from its

## **Color** Approved Variations

#### **Primary Wordmark**

This logo can appear in Dark Blue (Pantone 289), Medium Blue (Pantone 2727), black, or in white (reversed out of core brand colors).



#### Primary Wordmark — Tag

This logo can appear in Dark Blue (Pantone 289), or in black. The "Wellington" wordmark within the tag must remain white.

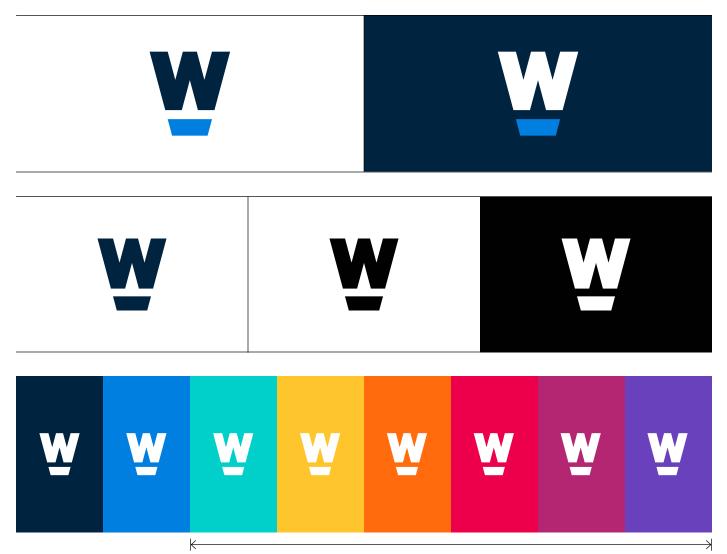




## **Color** Approved Variations

#### W Icon

This logo can appear as both 2 color and 1 color versions. The 2 colors versions consist of Dark Blue / Medium Blue, and as a reversed option with white / Medium Blue. The 1 color versions can be Dark Blue (Pantone 289), Medium Blue (Pantone 2727), black, or in white reversed out of approved brand colors.



Secondary Brand Colors

#### **Secondary Wordmark**

This logo can appear in Dark Blue (Pantone 289), black, or in white (reversed out of Dark Blue or black).



#### Seal

This logo can appear in Dark Blue (Pantone 289), black, or in white (reversed out of Dark Blue or black).



## **Color** Sub-brand Application

Each sub-brand has a specific color assignment of one or more secondary colors in addition to the primary dark blue and white.

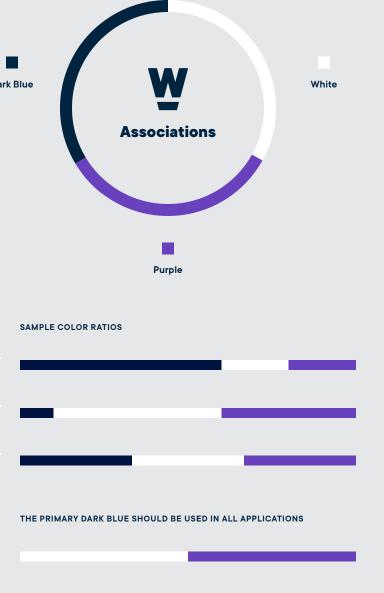
These color assignments to the subbrands add distinction within overall marketing materials.

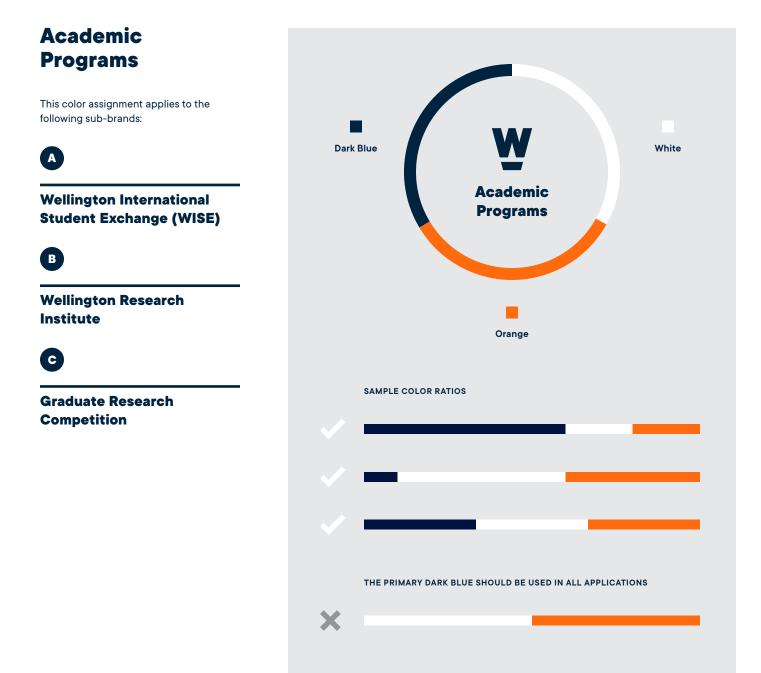
#### Associations

This color assignment applies to the following sub-brands:



Х





# **Color** Sub-brand Application



# Revenue Generating Programs

This color assignment applies to the following sub-brands:

A

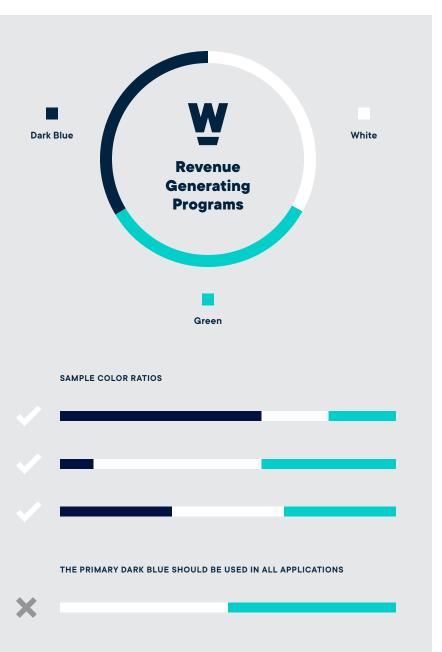
Welliventures

Wellington Engagement Index

Willing Learner Metric



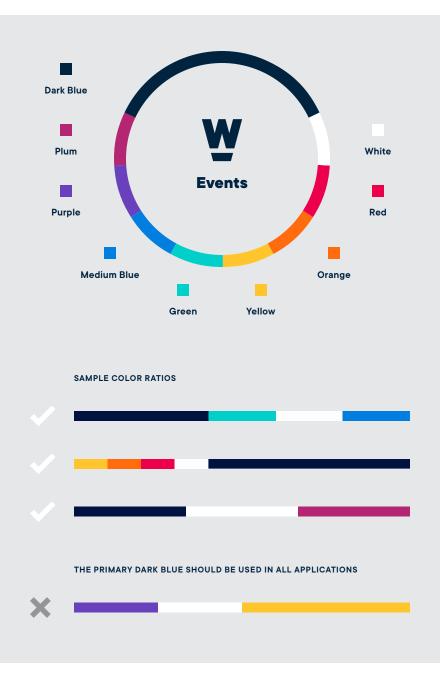
**Wellington Summer Program** 



# **Color** Sub-brand Application

# **Events**

Wellington hosts a multitude of events throughout the year. Some are pillar events such as **All Things Wellington**, and others are one-offs such as the **3v3 tournament** or **the Jag Jog**.



Wellington | Brand Guidelines | Visual Guidelines | Color

**Primary Font** 

A consistent typographic style is essential to creating a memorable identity and also minimizes visual confusion. The consistent use of these typefaces will make for a recognizable and strong identity.

**TT Commons** is the primary font family for The Wellington School. Available in a variety of weights and styles, it is a highly legible contemporary sans serif typeface that is ideal for headlines, large display type, body copy, captions and corporate applications.

# TT Commons

# Lorem ipsum dolor sit amet, consectetur adipiscing elit.

# LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT.

# **Aa**123**&?!**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum mattis luctus purus adipiscing feugiat. Posuere erat quis nisi ultricies eget scelerisque condi ment um orci. Curabitur eu mauris eu augue venenatis dictum felis laoreet.

Lectus iaculis cursus. Proin molestie, nisi convallis mollis laoreet, lectus quam elementum. Phasellus in lectus eget dolor posuere vehicula a ut turpis. Donec interdum rutrum vulputate. Nam arcu magna, auctor eu venenatis sodales, vestibulum at dolor. **TT Commons Thin** ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

TT Commons ExtraLight ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

TT Commons Light ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

TT Commons Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

TT Commons Medium ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## TT Commons DemiBold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

### **TT Commons Bold**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## **TT Commons ExtraBold**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

### **TT Commons Black**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*? TT Commons Thin Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

**TT Commons ExtraLight Italic** ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

TT Commons Light Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## **TT Commons Regular Italic**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## TT Commons Medium Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

**TT Commons DemiBold Italic** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

#### **TT Commons Bold Italic**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## **TT Commons ExtraBold Italic**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

### **TT Commons Black Italic**

ABCDEFGHIJKLMNOPQR\$TUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

**Alternate Font** 

**Arial** references the clean look of our primary typeface, but is universally available as a pre-installed font on both PC and Mac. Arial should be used when TT Commons is not available, and particluarly within Microsoft Office applications such as Word, PowerPoint, Excel, as well as in email correspondence.

# Arial

## Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

## **Arial Italic**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

Arial Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&\*?

Arial Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijkImnopqrstuvwxyz 1234567890 !@#\$%^&\*?

Usage

## Leading / Tracking

Leading should not be treated equally across all point sizes. As a general rule of thumb: the smaller the point size, the larger the leading; the higher the point size, the tighter the leading. Headlines and subheads will have tighter leading than body copy.

Leading should be set between 90% to 140% of the point size.

The tracking for TT Commons can generally be set to 0. Tracking and kerning may be adjusted where needed based on application.







### 10 pt / Leading: 13 pt / Tracking: 0

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id justo vel lacus imperdiet posuere. Donec iaculis facilisis massa ut fringilla. Phasellus in dapibus libero. Fusce sed tortor convallis ligula gravida ornare.

#### 11 pt / Leading: 14 pt / Tracking: 0

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam sit amet egestas lectus. Pellen tesque habitant morbi—tristi que senectus et netus et male suada fames ac turpis egestas.

#### 17 pt / Leading: 20 pt / Tracking: 0

Lorem ipsum dolor sit amet, que consectetur adipiscing elit. Morbi lacus lorem, auctor nec euismod ut, posuere mollis erat.



28 pt / Leading: 28 pt / Tracking: 0

# Lorem ipsum dolor sit amet et libero.

Usage

## **Hierarchy**

Type choices can lend clarity to your message. By employing a consistent type hierarchy, the readability of your communication becomes more clear and meaningful. The examples at right give some guidance on typographic hierarchy. In general, maintain a balanced contrast between titles/subtitles and body copy.

### 17 pt / ExtraBold

10 pt / Regular

17 pt / Regular

10 pt / Regular

## A. Different point sizes / different font weights

## **Designed for student success.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id justo vel lacus imperdiet posuere. Donec iaculis facilisis massa ut fringilla. Phasellus in dapibus libero. Fusce sed tortor convallis ligula gravida ornare.

### **B. Different point sizes / same font weights**

# The perfect foundation for learning in all areas.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nibh ante, semper sit amet sagittis vitae, ornare ut dui. Morbi adipiscing nibh et dolor dictum tristique tempor enim viverra. Donec tempor nunc at risus auctor ac congue lacus convallis. Nullam molestie egestas felis ut tincidunt.

#### C. Same point sizes / different font weights

10 pt / ExtraBold

#### 10 pt / Regular

## Innovation is our tradition.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer mattis ultricies pellentesque. Vestibulum luctus lobortis mi quis condimentum. Integer lectus nulla, pellen tesque ac pulvinar in, pulvinar eu diam.

## **Underline Style**

To the right is a reference for applying a specific Wellington underline style to passages of text, (most commonly applied to quotes). These rules only apply for usage in Adobe programs like InDesign or Illustrator, where both the weight and offset of the underline can be edited.

#### **Guidelines:**

Generally, the ExtraBold and DemiBold weights should used with the underline treatment.

Underlines should be vertically centered between lines of type.

The weight of the underline should be close to the weight of the typeface.

The underline should be offset enough so that it clears the characters with descenders (i.e. "y," "p," etc).

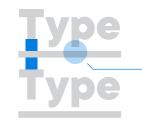
Introductory hanging punctuation and end punctuation do not get underlined.

Make sure the underline does not extend past words at forced breaks.

#### Underline should be vertically centered \_\_\_\_\_ between lines of type.

The weight of the underline should be close to that of the typeface.

#### 36 pt / Leading: 45 pt



Underline should sit below descenders.

Introductory \_\_\_\_\_ hanging punctuation has no underline. We know × Make sure underline does not extend past words at breaks. how important

this is."

End punctuation does not get underlined.

# **Master Brand**

# **Corporate Stationery**

Wellington's primary colors are Dark Blue (PMS 289) and Medium Blue (PMS 2727). The master brand stationery uses these two colors to create a clean, sophisticated look, and the only font used is TT Commons—in the instance of stationery, only the DemiBold and ExtraBold weights are used.





# **Master Brand**

**Examples** 

ur mascot is the guar, and a group Jags is known as a ap." We would love r you to join ours.

n Guidance & Affordability

value of investing in your child's future measurable. We offer several ways ay for tuition, including pre-payment s (which provide a small reduction in ) and several installment and extended nent plans.

ver stop working to make a Wellington education accessible. based financial aid is open to many income levels. Aid is le for prekindergarten through grade 12. Merit scholarships a valiable for high potential students entering grades 5 h 9. We offer a variety of payment options.



If you think Wellington might be the right fit for your child, but have questions about tuition, don't hesitate to contact us.

How to Apply Tuition

... welcome applications for admission from students entering preschool through grade 12. An admission application is required for students at every grade level. The ann<sup>at</sup> Annual tuition begins at \$16,500 and includes many things including supplies and books. A small sampling of what's included with yearly tuition:

e aplication process generally starts the beginning of a new academic sar. Once applications are received, a ember of the Wellington Admissions fice will contact your family to chedule a screening and a school visit. Lunch Lower school supplies iPads for grades 1-3 Chromebooks for grades 4-6 W.I.S.E. program international travel in grade 10 he first round of acceptance letters ill be issued on March 1. Applications Jomitted after this date will be onsidered where space is available.

Overnight camp in grade 4 No additional fees to play sports, participate in performing or visual arts, or school clubs Most families apply online. Please visit wellington.org to learn more and begin the process.





# WE WH Tŀ





## We are a diverse ecosystem of unrestrained thought and collaboration. A future-focused environment that grows with our students.



# HELP SHAPE THOSE IO WILL SHAPE IE WORLD.



Preschool through 4th grade

# The perfect foundation for learning in all areas.

Our lower school is an encouraging environment where we identify the best teaching method for each child, so learning is joyful, trusting, and engaging. Thanks to small class sizes, your child will be known well by teachers and cared for. Our approach to educating young minds is founded on positive psychology. An early introduction to this mindset and way of learning is so important to adopting new ideas, people and way of doings things. Instruction is globally minded even at this stage, and we emphasize what it means to be a part of a community.

#### 66

The acquisition of knowledge and development of important skills happen more quickly and are retained longer wher there is a high level of interest from the student. When children feel ownership over their learning, the curriculum is completely elevated to new heights." **-ULL WEB. had of lower school**  49

ESSENTIALS

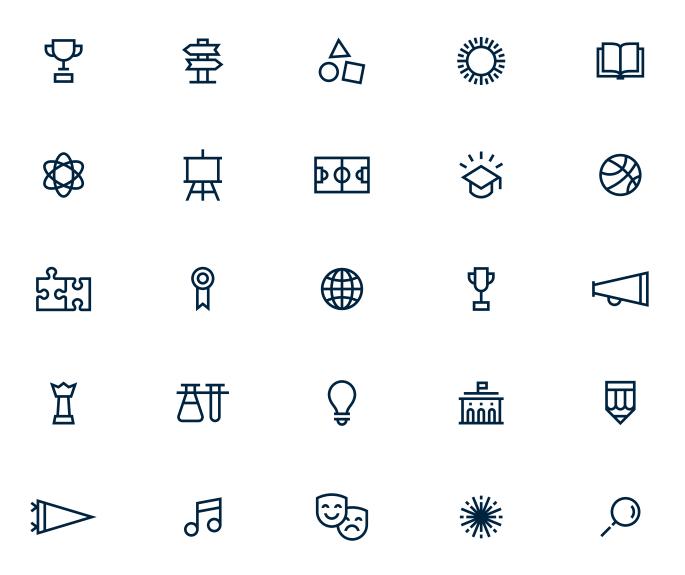
program for 3 olds, prekinde and kinderga both half and options.

# **Graphic Elements**

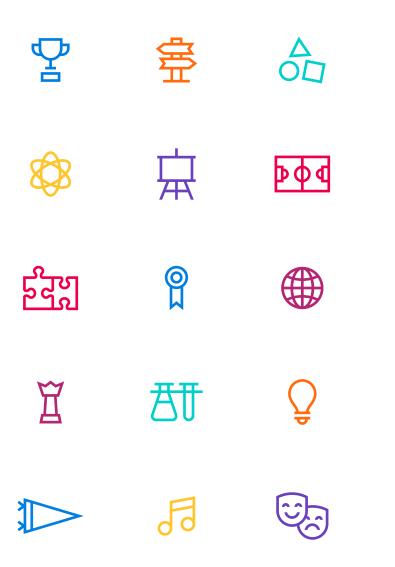
Iconography

A library of simple monoline icons has been created to accent communication materials. These icons should be used in an appropriate context and be paired with relevant content.

Additional icons can be created as needed, and should use the same consistent stroke width as those illustrated below.



lcons may appear in any of the brand colors—both primary and secondary—and also as white when reversed out of brand colors.





# **Questions?** Contact Us.

# To learn more about our brand or to inquire about obtaining logo assets, please contact:

**Danielle Turkovich** Director of Marketing & Communications

turkovich@wellington.org 614.754.4263 direct

Wellington 3650 Reed Road Columbus, Ohio 43220





Wellington — 3650 Reed Road — Columbus, Ohio 43220 — 614.457.7883 — wellington.org