Accessibility Guidelines for Event Advertisements

All Oregon State University entities are responsible for ensuring that their publications, advertisements, programs, services, and activities are accessible. All event advertisements must include a statement describing how to request accessibility accommodations. This document attempts to help guide entities through the process.

**Information that must be on all publications describing service, programs, or activities**

This includes brochures, flyers, position announcements, web flyers, email blasts, Facebook event pages, OSU Today event ads, etc.

- Accommodation requests related to a disability should be made by [specific date] to [sponsoring department contact person and phone number].

Please note that a general statement is included in print templates consistent with brand identity guidelines.

If an accommodation has already been secured, such as a sign language interpreter or specific equipment, note that as well. For example:

- **FM amplification systems are available.**
- **Sign language interpreting will be provided at the April 15th performance.**

**If Accommodation Requests Are Made**

As accommodation requests are made for your conference, program, services, or event, your next step is to provide the requested services.

Typical accommodations include:

- Preferential seating
- Portable amplification systems
- Sign language interpreters
- Captioned media
- Alternative formats (large print, braille, electronic copies) of printed materials
- Program location to a more accessible space

For questions regarding accommodations for university sponsored events please contact Disability Access Services, 541-737-7098

For questions regarding policies or accessibility in general please contact the Office of Equity and Inclusion, 541-737-3671
This publication will be made available in accessible formats upon request to the Office of Equity and Inclusion.
Please call, (541) 737-3556.