



Office of Equity and Inclusion

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Committed to success for the entire university community through equality, fairness, and understanding

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.**