

## **Accommodations Statements for Events / Activities**

Equal opportunity cannot be achieved unless individuals with disabilities are aware that accommodations and adjustments are available on campus. It is recommended that accommodation and alternate format statements are included, where applicable, on publications, event announcements and websites. The statements should be printed in an easy-to-read font size and placed in a location that is noticeable.

**Sample accommodation statements are provided below.**

**Limited Accommodation Statement** (Use this version for fliers or other announcements, where space constraints are severe.)

*All participants are welcome. If you need special accommodations please call (insert telephone number of the sponsor).*

**Fuller Accommodation Statement** (This statement should be printed in any publication that describes a specific program or special event, e.g., seminar, film, speaker, performing arts series, employment programming, etc.)

*Fresno State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call (telephone number of the sponsor) in advance of your participation or visit.*

**Abbreviated Accommodation Statement**

*Persons with disabilities who anticipate needing accommodations or who have questions about physical access may call (telephone number of the sponsor) in advance of the program (or film, event, etc.).*

### **Request for Printed Information in Alternate Format**

In most cases, a request for alternate format of printed material, whether for brochures, pamphlets, or event announcements, requires that a text-only electronic version of the publication or announcement be made available. Individuals can then access the information through screen reading software, or by modifying the font size, color, etc., of the printed text.

For information on creating alternate format of materials campus staff can visit the website “For Professional Development of Accessible Technology in the CSU”, <http://teachingcommons.cdl.edu/access/>

Should you have an unusual request for alternate format (e.g., Braille, CD, printed version with extra-large font); call the Services for Students with Disabilities office at 559.278.2811, to discuss options.

## **Accommodations Statements for Publications**

It is recommended that a statement informing individuals with disabilities that the information is available in alternate formats be included on your campus publication, flyer or event announcement.

### **Sample Alternate Format Statement**

*This publication is available in alternate formats on request. Please call (insert telephone number of sponsor).*

The statement should be printed in an easy-to-read type size and placed in a location that is easy to notice.