

## Sample Reasonable Accommodation Statements

**Printed materials for informational brochures should include an alternative format statement.**

### Sample Alternative Format Statement:

“To request this brochure in alternate format, call <phone>.”

**Printed materials for a program, event, or service such as a flyer, catalog, or application/registration form should include a reasonable accommodation statement.**

### Sample Reasonable Accommodation Statements:

- The following statement is suggested for events/programs with NO application or registration process:

“To request disability accommodation, please contact <name, phone number>. Two week advance notice is appreciated.”

- The following statement is suggested for events/programs that have an application or registration process:

“Please be aware that Western’s campus is over 100 years old and some facilities may not meet accessibility needs of some individuals. To request disability accommodation please contact <name, phone number>. Two weeks advance notice is appreciated.”

### **Other information for statement:**



This symbol may be copy and pasted to your printed materials to help the reader locate the accessibility information.

- Do not use italics.
- Use at least 12 font size.
- Do not use all capital letters.
- Use Times New Roman or Arial font.
- Phone numbers should reach a person who has been assigned the responsibility of responding to reasonable accommodations. For assistance in processing alternate format requests, please call the ADA Coordinator at 360-650-3307.