

**Event Flyer Example**

**Relevant Graphic**

**Contact Info**

**Name of Event**

* **Date**
* **Time**
* **Location**

**Hosting Organizations**

**Disability Notice**

Required Flyer Content

* Name of Event
* Date & Time of Event
* Location of Event (if not yet determined: “TBD”)
* Short Description/Relevant Graphic that conveys the purpose and meaning of the event
* Name/Logo of student organizations hosting the event
* Office of International Affairs Logo (You will receive this after submitting the form, to be added after we recommend flyer edits)
* Disability Notice that says: “If you have questions concerning access, wish to request a Sign Language interpreter or disability-related accommodations please contact {INSERT name and contact information of the person submitting the funding request, including an e-mail}”