

# Sample Advance Notification Policy

It is recommended that all cultural organizations have a policy providing the public a timeline if they require an accommodation/service. This policy should appear in all print and online communications.

## **Sample Advance Notification Policy:**

If you require an accommodation or service (i.e. ASL, Open Captioning, Audio Description, etc.), please contact "ABC Organization at 973-555-1212" at least two weeks prior to your scheduled visit.