

OSA Event and Meeting Flyer Approval Guidelines

(Updated June 2021)

Basic Guidelines:

- OSA Meetings and Special Events may use the C.A. or OSA logos.
- All OSA Meeting and Event Flyers shall contain a 6th Tradition disclaimer and OSA logo. From the 2020 WSM, Page 14 – **PLEASE NOTE: No other text or design element may touch, overlap, or show through behind the C.A. logo other than a solid color.**
- Images used in and on OSA materials shall be licensed as free to use without quotation or royalty.
- The use of digital platform logos is not permitted, nor is identifying as a C.A. Zoom or C.A. Skype meeting, as all of these promote and imply affiliation.
- **Proof your content for accuracy** – Date, Time, Time Zones - we check only for alignment with WSC PI & IT Guidelines, the World Service Manual, and compliance with the State of California. · Please consult page 15 of the World Service manual.

The Sixth Tradition Disclaimer: is to be included on all OSA flyers and graphics!

- **For Event Flyers** - In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.
- **For Meeting Flyers** - In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution and as such, does not endorse and is not affiliated with any of the specific technology providers utilized to facilitate this meeting.

Using CA/C.A. Logos & Trademarks

- The letters CA are appropriate for use in North America only. **Please use C.A. for international origin and distribution.**
- The font used in the trademarked CA/C.A. logo is **Times New Roman** and may not be altered.
Using the logo in a different color is perfectly fine. **The logo shall always be displayed on a solid background.**
- **We're Here and We're Free** ® or **We're Here and We're Free**™ - **The words We're Here and We're Free are to be Capitalized. Note: quotation marks are used only when the slogan does not stand alone but is included in body copy (text).**

Using the C.A. & OSA Logos



The C.A. Logo should always be round and not elongated, squished, oval or misshapen in any way.



**This is the official OSA
Logo**