

# OSA Event and Meeting Flyer Approval Guidelines

(Updated February 2022)

## Basic Guidelines:

- OSA Groups and Special Events may use the C.A. or OSA logos.
- All media content distributed by OSA groups or by the OSA should contain a “In Spirit of the 6<sup>th</sup> Tradition” disclaimer and use of the OSA logo. Pg. – **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 should 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 adherence to the C.A. policy statement in the World Service Manual. Please consult page 15 of the World Service manual.

## The Sixth Tradition Disclaimer: **should be included on all OSA flyers and graphics!**

- **For Flyers & other media content** – “In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.” - pg. 14, 2022 edition WSM

## 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