

Checklist for Planning Accessible Events

Event Planning

- Is advertising information about the event accessible to a broad range of participants?
- Have funds been allocated in the budget to cover the cost of accommodations?
- All advertising, invitations and brochures, have the following access statement that includes multiple forms of contact.



Accommodation requests related to a disability should be made to (sponsoring department, contact person, phone number and email address).

- Can participants request accommodations through a registration form or other mechanism?
- Is there a section on the RSVP form for attendees to specify if they have dietary restrictions/food allergies?
- Have presenters been asked if they wish to request accommodations?
- Have presenters been informed of ways to make presentations accessible to audience?
- Can videos/films be shown with closed or open captions?
- Are assistive listening devices (ALD) available?
- Is the staff knowledgeable about communicating with people with various disabilities?
- Do all publications state that they are available in alternate formats?

Parking and Pathways

- Are there accessible parking spaces near the accessible entrance?
- Is there an accessible route from parking/drop-off to the entrance?

Entrance and doors

- Is at least one of the primary entrances accessible (if there are stairs, there must also be a ramp or lift)?
- If the main entrance is not accessible, is there signage showing an alternate accessible entrance available?

Public restrooms

- Are restrooms located along an accessible route of travel?
- Does signage at non-accessible rest rooms direct people to accessible restrooms?

Meeting rooms

- Are meeting rooms on accessible route of travel?
- Is there a clear pathway through the room (at least 36" wide).
- Is the stage or elevated area wheelchair accessible if needed for the presenter?
- Is there an assistive listening system available?
- Does the room have movable seating to make room for a wheelchair?
- Is there adequate lighting for persons with low vision or if a sign language interpreter is needed?

Food/Dietary Concerns

- If you are offering snacks or catering the event, have you asked the participants what dietary restrictions/food allergies they have?