Checklist for planning accessible events

SITE ACCESSIBILITY
Make a site visit prior to making final reservations.

☐ Confirm accessible parking spaces near entrance.
☐ Confirm clear pathway from parking to event room, including signs indicating accessible route, curb cuts in sidewalks, public walkways free of obstacles, ramp into the building, and unobstructed corridors to room. Floors should be hard and not slippery.
☐ Ensure entrance accessibility – check ease of opening doors with one hand.
☐ Accessible bathrooms – must have wide stall (at least 54” wide, preferable 60”), accessible sinks, grab bars, towel dispensers at accessible heights, etc.
☐ Check on location of elevator, and confirm that controls are within reach (maximum 48” above floor).
☐ Check noise levels (ventilation system, blowers, noise from adjacent rooms, etc.) which may be distracting.
☐ Ensure the meeting rooms have appropriate requirements to provide reduction of light or glare from windows (drapes, blinds, etc.) for people with visual impairments.
☐ Ensure spaces for service animals (inside and outside) during the event.
☐ Find out if site is accessible by public transportation during the time of the event.

EVENT PLANNING
☐ Include "Request for Accommodation" section on registration brochure/webpage and ask what specific accommodations will be needed. Give two weeks prior to the event as a deadline for making requests.
☐ Make arrangements to provide accommodations requested in advance by participants (e.g., sign language interpreters, assistive listening devices, caption assisted real time services (CART), materials in alternative formats - large print (16 point type) or Braille, special dietary restrictions, personal assistance, etc.). Ask for clarification about the type of sign language interpretation or type of assistive listening system that is needed.
☐ Schedule sign language interpreters and/or CART as soon as possible after you have confirmed the need for them. Find out how much advance notice is required to cancel interpreters and/or CART without charge.

GENERAL SUPPORT ARRANGEMENTS
☐ Secure assistance with lunch if buffet (preparing plates for people if needed, etc.).
☐ Firm up arrangements for microphones - specify type needed (lavalier, wireless, etc.)
☐ If the services were requested, ensure availability of assistive listening devices, firm up arrangements for television for CART, ensure availability of trained guides to assist people who are blind, and confirm other arrangements.

AS DAY APPROACHES
☐ Make sure all relevant people at site (banquet manager, engineers, etc.,) know you are coming and know what your facility and equipment needs are.
☐ Provide some agendas, evaluation forms, and handouts in large print (at least 16 point type).

rev. 8/2018
☐ Give lunch count to site, including special dietary requests.
☐ Ensure snow removal in parking lot (if winter event).

DAY OF EVENT
☐ Make sure stage/podium are accessible if needed.
☐ Ensure properly formatted materials (e.g., Braille, large print, etc.) are available at the registration desk.
☐ Welcome interpreters and introduce them to the individuals they will be assisting. Give CART reporters same information.
☐ Confirm with the interpreters that there is sufficient space for them, with proper lighting. There must be a clear line of site from interpreter to person using interpreter, and to the CART screen or TV monitor.
☐ Check seating arrangements to ensure that people using wheelchairs can sit where they wish.
☐ Announce availability of assistive listening system.

Still, be prepared for the unexpected!