# Event Accessibility Checklist

*This checklist is designed to be shared widely across your institution. We encourage you to customize it to meet the needs of your institution. It can be shared with any department that offers programming or events.*

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| **Accessibility Guidelines** | **Completed** |
| **Promoting Inclusive Events and Arranging for Accommodations** | |
| Give ample notice for your upcoming event (two weeks or more). |  |
| Advertise the event both digitally and through a paper format. |  |
| Keep hashtags to under 40 characters. |  |
| Make sure hashtags should be specific to the event (easily understandable). |  |
| Capitalize the first letter of every word in your hashtag (#DisabilityAwareness). |  |
| Marketing materials posted online should use a sans serif font (e.g.: Arial, Calibri, Tahoma) that is no smaller than size 14. |  |
| Make sure each image used has an alt-tag [*click here for more information on how to do this].* |  |
| Include a statement detailing how participants can access accommodations:  *If you have questions concerning access or wish to request a disability-related accommodation, please contact* [*name and email address of contact person from your club/organization] [number of days].* |  |
| **Registration Information** | |
| For registration forms, whether printed or online, include a statement like the one below:  *Please describe any disability-related accommodations that will facilitate your full participation in this [event name], such as Sign Language interpreting, Braille or electronic text, dietary requirements, etc. Someone from the organizing department will be in touch shortly to review your request.* |  |
| Follow up with people who request accommodations to inform them of the types of accommodations available. The cost of accommodating participants should fall on the office hosting the event. |  |
| **Getting to and Setting Up Your Space** | |
| Check ahead to see how many and where the accessible parking spots are. [*link to a list of accessible parking spaces at your institution if available*]. |  |
| Make sure that wheelchair access is available at the main entrance – or post clear, legible signs at the main entrance showing alternative, safe, and accessible entrances. |  |
| Make sure individuals with a disability can reach all areas used at your event independently or with assistance from volunteers (e.g., the registration desk, auditorium, breakaway rooms, stage, bathrooms, etc.). |  |
| Know the emergency evacuation procedures of the venue for which you are hosting the event. Ask and note what the exit procedure is for people with disabilities. |  |
| Create a designated rest space. This is a space largely free of stimuli (loud noises, bright lights, lots of furniture) where participants can go to rest for a few minutes. It should be well advertised. |  |
| **Planning the Room(s) for Your Event** | |
| Rooms should be labeled with descriptions as to what will occur in that room. |  |
| Wide aisles – must be at least 36 inches. |  |
| Plenty of space around tables. |  |
| Good lighting and reasonably good acoustics. |  |
| A stage/ podium/ screen that’s easily visible. |  |
| Reserved seating in the front row people w/ hearing disabilities. |  |
| Make sure any videos used have the captions turned on. For information on how to caption a video, contact: [*name of person or department that handles captions*]. |  |
| A microphone is provided for presenters AND participants. |  |
| **Additional Considerations for Your Event** | |
| Check with the venue to determine if there are any built-in accommodations (assistive devices, spaces for accessible seating, accessible restrooms, dining options, parking, etc.). |  |
| **Put materials within easy reach (**self-serve registration counters, attendee check-in, retail sales/exhibits onsite, buffet tables, and coffee stations). |  |
| Provide information using paper handouts, as well as in electronic formats. |  |
| Cover electrical cables or cords that cross over aisles or pathways for safe traversing. |  |
| Post clear and easy-to read-signs indicating the locations of accessible restrooms, rest space, elevators, phones, etc. |  |
| **Be sensitive of chemical use: consider** a “no-scent” meeting, including asking attendees to refrain from overuse of perfumes. |  |
| Announce nearby services for service animals (have water available, identify places for the animal to relieve itself, etc.). |  |
| Consider building in breaks to the schedule, especially if the event lasts longer than 75 minutes. Allow for a universal break. |  |
| **Providing Food at Your Event** | |
| Ensure your registration system allows dietary needs to be explained and that you order appropriately or provide all necessary dietary information to caterers and banquet staff. |  |
| Post clear and easy-to-read signs that state what is in the food being served. |  |
| Note how food was prepared (separate preparation space, gloves used, etc.). |  |
| **Consider how people will access food (buffet style, served). If self-serve, is the food within reach? Is there opportunity for cross contamination?** |  |
| Avoid items that are difficult to cut or handle (such as lobster in shells). |  |
| Avoid high-risk allergens, such as peanuts and shellfish. Other common foods or ingredients that can cause allergic reactions or other problems include eggs, cow’s milk, wheat and gluten, fish, tree nuts, and soy. |  |
| **Virtual Accessibility for Remote Events** | |
| Use headset with built-in microphone whenever possible to improve audio input. |  |
| Encourage participants to mute audio when not speaking. |  |
| Allow attendee participation in multiple formats, such as chat, polls, and speaking. |  |
| Allow attendees to send questions and comments in advance. |  |
| Utilize technology that incorporates closed captions (CC), when possible [*name of person or department that handles captions].* |  |
| **Creating Accessible Content (whether posted online, emailed, or printed for in-person events)** | |
| Use the Headings tool in Word when developing all documents. |  |
| Avoid headers and footers unless necessary (page numbers are okay). |  |
| If you need to create a column, use the column creation tool in Word. |  |
| Add alt-text tags to all images [*click here for more information on how to do this]* |  |
| Make sure any links are clear and tell the user where they will go if they click it. |  |
| Avoid serif fonts and ALL CAPS, as they are too distracting. |  |
| Use minimum font size of 12pts and at least 1.5 spacing where possible. |  |