

## Disability Accessible Events – Checklist

*This checklist is designed as a guide. It may not be possible to check off each item for a particular event, but staff should attempt to meet each of the items to the degree possible and provide any necessary alternative reasonable accommodations based on the needs of the participants.*

### Invitation

- Invitation indicates that accessibility accommodations can be provided and provides contact for and date by which to request such accommodations

### Arrival

- Location is accessible by major public transit
- Provide/facilitate accessible transportation
- Person assigned to greet, direct, and assist participants/guests as needed to get to room/chair

If stairs at entrance:

- Handrails for the stairs, and
- Ramp, preferably at least 36 inches wide, with a slope no more than 1:12, and with side rails and handrails (Build or use portable ramp as needed.)

### Meeting Rooms and Hallways

- On ground floor and/or accessible by functioning elevator and generator
- Doorways at least 36 inches wide
- Traffic flow areas/major pathways are free of obstructions, such as tables and chairs
- Space to maneuver around tables, chairs, and doors – not tightly packed
- Sufficient lighting throughout space
- Chairs provided in sufficient number for all or most participants/guests (Some people cannot stand for very long and you don't want to isolate/separate them from the rest of the participants/guests.)
- Table heights between 34 inches and 28 inches
- Seating space for wheelchair users (chairs removed as needed) with easy access
- All meeting rooms on the same floor (ideally), with adequate space for maneuverability and lack of physical barriers

### Bathrooms/Toilets

- Doorways at least 36 inches wide
- Space for maneuverability around the door and into stalls
- At least one large stall with room for a wheelchair and with handrails

### Presenter

- If stage/platform is provided for speakers/presenters, ramps with side rails and handrails to the platform/stage
- All areas within a meeting room have clear line of sight to presenter from a seated position

### Oral Communication

- Information provided orally translated into sign language and/or captioned (depending on the needs of participants/guests) (Sign Language should not be done by participants, and speeches and other information should be provided to interpreters prior to the event.)
- Sign Language interpreters are positioned to hear the presenter and be seen by appropriate participants/guests.
- Preferential seating available for participants/guests who are deaf or hard-of-hearing (depending on the needs of the participants/guests)
- All areas within a meeting room have clear, audible level of oral communication, microphones and other equipment provided as needed for softer speaking presenters

### Written Communication

- Handouts, flyers, and other written/printed information provided in large print (18-point type in Arial, Times New Roman, or Helvetica font) and translated into Braille and non-pdf electronic formats (depending on the needs of participants/guests); if in color ensure contrast by selecting light colors from orange, yellow, green or blue-green and selecting darker colors from blue, violet, purple or red, and ensure that any color-coded information is combined with another visual cue such as shape, line or text differences
- Oral descriptions or summaries provided of all visually presented information (depending on the needs of participants/guests)
- Preferential seating available for participants/guests with visual impairments if videos or other visual information is provided (depending on the needs of the participants/guests)
- All areas within a meeting room have clear line of site to any videos or visual information presented