

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