

P&A Publications



Checklist for Ensuring **Accessible** Events

EVENT PLANNING	
<input type="checkbox"/>	Make a site visit prior to making final reservations.
<input type="checkbox"/>	Ensure the meeting rooms have appropriate requirements to provide reduction of light or glare from windows (drapes, blinds, etc.) for people with visual impairments.
<input type="checkbox"/>	Ensure spaces for service animals (inside and outside) during the event.
<input type="checkbox"/>	Plan to provide effective communication (sign language interpreters, assistive listening devices, caption assisted real time services (CART) and materials in alternative formats - large print (16 point type), Braille and/or audio).
<input type="checkbox"/>	Schedule sign language interpreters and/or CART as soon as possible after you have confirmed the date. Find out how much advanced notice is required to cancel interpreters and/or CART without charge.
<input type="checkbox"/>	Decide what level of accommodations you wish to provide beyond providing sign language interpreters and materials in alternate formats - i.e., transportation, child care, personal assistance.
<input type="checkbox"/>	Before confirming the date, inquire about other disability-related events which may be already scheduled for the same day.
SITE ACCESSIBILITY	
<input type="checkbox"/>	Accessible Parking - Ask if extra spaces can be reserved and marked if many wheelchair users are expected.
<input type="checkbox"/>	Ensure snow removal in parking lot (if winter event).
<input type="checkbox"/>	Ensure entrance accessibility (check ease of opening doors) and public walkways are free of obstacles.
<input type="checkbox"/>	Accessible Bathrooms - Must have wide stall (at least 54" wide, preferable 60"), accessible sinks, grab bars, towel dispensers at accessible heights, etc. Ensure that scented products, deodorizers, chemicals are not used to clean bathrooms before your event.
<input type="checkbox"/>	Check noise levels (ventilation system, blowers, noise from adjacent rooms, etc.) which may be distracting.
<input type="checkbox"/>	Signage to public areas should meet all Americans with Disabilities Act (ADA) requirements, contrasting signs on doors, adequate and consistent lighting.
GENERAL SUPPORT ARRANGEMENTS	
<input type="checkbox"/>	Secure assistance with room setup on day of event.
<input type="checkbox"/>	Secure assistance with lunch if buffet (preparing plates for people if needed, etc.).
<input type="checkbox"/>	Firm up arrangements for microphones - specify type needed (lavalier, wireless, etc.)
<input type="checkbox"/>	Ensure availability of assistive listening devices for people with hearing limitations.
<input type="checkbox"/>	Firm up arrangements for VCR, overhead projector and screen and television for CART if needed.

	Ensure availability of trained guides to assist people who are blind.
	If child care is provided, make sure there is a room available near conference room.
	If lunch is not provided at site, check local restaurants for accessibility
	If half day event, provide coffee, tea, snacks, including sugar free food and beverages
FLYER	
	Include notice of "fragrance-free" event to permit people with chemical sensitivities to attend. For example, "In deference to individuals with chemical sensitivities, please refrain from using perfume, after shave or other scented products".
	Include "Request for Accommodation" section on registration and ask what specific accommodations will be needed (e.g., sign language interpreters, CART, special dietary restrictions, materials in alternate format, transportation, personal assistance, child care). Give two (2) weeks prior to the event as a deadline for making requests.
	List any cost to participant. If offering event at no charge, so indicate.
	If advance registration required - give full information on registration return.
	List any snow date.
	Provide a contact person and phone number for more information - include TDD and fax number and e-mail address if available.
	Send out notices far enough in advance (i.e., one month) to ensure adequate time to request accommodations.
PUBLICITY	
	Distribute flyers and registration material through other disability organization mailing lists if possible.
	Send out press release (if you want publicity) three weeks in advance to print and radio media; to TV one week ahead and call the day before.
AS DAY APPROACHES	
	Review completed registrations for requests for accommodations.
	Make sure you have recruited people to run the registration desk - at least two, maybe three or four depending on size of audience.
	Obtain name tags if necessary.
	Double check arrangements for personal assistants, transportation, child care as necessary.
	Make sure all relevant people at site (banquet manager, engineers, etc.,) know you are coming and know what your facility needs are.
	Provide some agendas, evaluation forms, and handouts in large print (at least 16 point type).
	Give lunch count within time frame requested by site (include special dietary requests and children's requests, if child care provided).
	Confirm attendance of speakers, workshop facilitators and child care providers.
DAY OF EVENT	

	Secure arrangements for transportation of any equipment/handouts. Remember to bring checks and any paperwork associated with the event.
	Arrive at site early (one hour).
	Introduce yourself to staff and others assisting with the event.
	Find out who is responsible for climate control (air conditioning/heat).
	Check for adequate handicapped parking (if additional spaces were agreed upon).
	Make sure stage/podium are accessible.
	Check registration area (name tags, agendas, handouts, evaluation forms, notepads, pens, etc.)
	Ensure properly formatted materials (e.g., Braille, large print, etc.) are available at the registration desk.
	Check all equipment to ensure it is in working order and set up correctly.
	Welcome interpreters and introduce them to the individuals they will be assisting. Give CART reporters same information.
	Is there sufficient space for interpreters, 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!