



Checklist for Planning Accessible Events

Publicity/Registration
<input type="checkbox"/> Provide adequate notice for the event to allow arrangements of transportation, assistants, support
<input type="checkbox"/> Include a disability accommodation statement on all event advertising (see sample statements below)
<input type="checkbox"/> Include a space on registration form for identifying accommodations required
<input type="checkbox"/> Provide an event contact name, email and phone for discussion of confidential access requests
<input type="checkbox"/> Designate someone to follow up on all access requests to indicate if they can be provided
<input type="checkbox"/> Allow for special dietary requirements of participants, attendants and interpreters

Event Advertising – Sample Disability Access Statement(s)										
<input type="checkbox"/> For disability accommodations please contact (event contact name, email phone) by (date).										
<input type="checkbox"/> KPU is committed to providing access to all of our events. Please contact (name, email, and phone) to request accommodations. Advance notice is necessary to arrange accessibility needs.										
<input type="checkbox"/> If you have a disability that may require accommodations to participate please indicate here ____. How would you like to be contacted to discuss your needs (phone, email)?										
<input type="checkbox"/> Please check the accommodations needed in order to participate: <table style="width: 100%; margin-left: 20px;"> <tr> <td>____ interpreting (ASL, oral, signed English)</td> <td>____ communication access in real time (CART)</td> </tr> <tr> <td>____ large print</td> <td>____ Braille</td> </tr> <tr> <td>____ captioned videos</td> <td>____ handouts in electronic format</td> </tr> <tr> <td>____ an assistance dog will accompany me</td> <td>____ wheelchair access</td> </tr> <tr> <td>____ a personal care attendant will accompany me</td> <td></td> </tr> </table>	____ interpreting (ASL, oral, signed English)	____ communication access in real time (CART)	____ large print	____ Braille	____ captioned videos	____ handouts in electronic format	____ an assistance dog will accompany me	____ wheelchair access	____ a personal care attendant will accompany me	
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____ captioned videos	____ handouts in electronic format									
____ an assistance dog will accompany me	____ wheelchair access									
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Budget for Access
<input type="checkbox"/> Designate funds for access requests (interpreters, Braille, captioning, transcribing, note-taking)
<input type="checkbox"/> Identify a contact for processing contract, invoicing and payment of service providers

Planning Ahead
<input type="checkbox"/> Ask presenters to provide electronic (text) versions of their presentations/handouts in advance
<input type="checkbox"/> Book interpreters, real-time captioning or note-takers at least 3-6 weeks in advance of the event
<input type="checkbox"/> Provide presenter outlines/info ahead of the event to interpreter/captionist for prep of vocabulary
<input type="checkbox"/> Send event material electronically to Braille contractor 3-6 weeks ahead of event
<input type="checkbox"/> Develop an accessible event and meeting room floor, space, transportation, and evacuation plan

Transportation
<input type="checkbox"/> Identify closest drop off and pick up locations for HandyDart and public transportation
<input type="checkbox"/> Have you identified the location and distance to nearest accessible disability parking spot

Space Planning	
<input type="checkbox"/>	Signage identifying accessible entrances to the main event or alternative routes
<input type="checkbox"/>	Ensure all areas at the event are accessible (with or without volunteer assistance)
<input type="checkbox"/>	Are all the tables reachable to participants in wheelchairs (registration desk, buffet, stage, desks)
<input type="checkbox"/>	Is the stage and screen low enough for sight access for wheelchairs?
<input type="checkbox"/>	Are all electrical cords covered over aisles or pathways for wheelchairs, walkers, canes
<input type="checkbox"/>	Provide preferred seating reservations for Deaf, deafened, hard of hearing and interpreters
<input type="checkbox"/>	Provide a space for participants with assistive dogs, access to water, and dog walk etc.

Accessible Washrooms	
<input type="checkbox"/>	Are the washrooms accessible and within an acceptable distance from the meeting rooms?
<input type="checkbox"/>	Does signage direct people to accessible restrooms or will it be announced at the event?
<input type="checkbox"/>	Does the washroom have an automatic door opener? Are they operational?

Meeting Rooms	
<input type="checkbox"/>	Are hallways/meeting rooms accessible to wheelchairs/scooters?
<input type="checkbox"/>	Do meeting rooms have moveable seating/adjustable tables to make room for a wheelchair?
<input type="checkbox"/>	Do meeting rooms have Braille signage?
<input type="checkbox"/>	Is the stage or raised area wheelchair accessible and is the lectern height adjustable?
<input type="checkbox"/>	Are the pathways throughout the meeting areas/rooms easy to move through with a wheelchair?
<input type="checkbox"/>	Is there adequate lighting for a low vision participant to see screens/speakers?
<input type="checkbox"/>	Is there space for a captionist to set up equipment/interpreters to stand and sit?

Meeting Activities	
<input type="checkbox"/>	Allow enough time to rearrange floor plan - furniture/tables/equipment
<input type="checkbox"/>	Allow for adequate space around meeting tables, chairs for wheelchair access
<input type="checkbox"/>	Is there good lighting or access to window coverings to decrease glare on screens
<input type="checkbox"/>	Is all the multimedia (including web) content accessible as needed (captioned, large print, voice)
<input type="checkbox"/>	Advise presenters to verbally describe content of visual material, including ppt, for blind or low vision
<input type="checkbox"/>	Create materials for activities in an alternate format (large print, Braille or electronic)
<input type="checkbox"/>	Are there transport options if the activity takes place at multiple campus locations of any distance

Emergency Planning	
<input type="checkbox"/>	Draw up an evacuation plan for participants with disabilities
<input type="checkbox"/>	Communicate the evacuation plan to organizers, participants and volunteers

Evaluation	
<input type="checkbox"/>	Include a section on accessibility so you can plan for future events