



Office of Legal Affairs | Office of Disability Services

Accessible Event Planning Checklist

Please use this checklist to assist you in planning an event that is inclusive and accessible to all members of the College community, including individuals with disabilities. For more information and guidance, please refer to the [Accessible Event Planning Guidelines](#).

- **Understand Accessibility**
 - Familiarize yourself with the Accessible Event Planning Guidelines and the College's commitment to accessibility. Seek guidance from the appropriate designated offices as needed.
- **Location Planning**
 - Select an accessible venue (if the event is not on campus)
 - Building has accessible parking
 - Building has accessible entrances (ramps, powered door openers)
 - Accessible path(s) of travel to the room(s) where event is taking place (elevators, accessible ramps, and at least 36" wide path of travel to room)
 - Accessible restrooms, emergency exits
 - Ensure the room set-up is accessible
 - Accessible seating—designate accessible seating for larger events, including reserved companion seating
 - Removable chairs at tables to create at least 36" space for wheelchair users
 - Accessible paths of travel within room
 - No obstructions or loose cabling/cords across accessible paths of travel
 - Floor space for service animals
 - Technology
 - Availability of sound amplification (microphone/speaker),
 - Displays/projection screens are large enough to be seen from all seats
 - Availability of electrical outlets for laptops and assistive devices
 - Compatibility with assistive listening devices
- **Event Announcement and Invitation**
 - Designate an appropriate contact person to receive and coordinate requests for accommodations, with support as needed from appropriate College offices

- Include an accessibility message to inform invitees how to request an accommodation in advance within the event notice, flyer or invitation, for example: “If you require any accommodations or have questions regarding accessibility, please get in touch with [name] at [phone number] or [email address].”
- Electronic invitation and communications are accessible
- **Event Materials**
 - All event materials are accessible
 - Any print materials are available electronically and can be converted to large print
 - Any videos have captions and audio descriptions
- **Pre-Event Accommodation Requests**
 - Accommodation requests have been promptly responded to and requestors have been informed of the accommodations in place.
 - If additional accommodation requests have been received in advance, any requests that need advance scheduling or funding (for example sign language interpreter services, live captioning) have been approved and arranged.
 - Appropriate guidance has been sought on any accommodation requests.
- **At the Event**
 - Appropriate wayfinding signage and instructions are available to accessible restrooms, exits, parking, etc.
 - Individual identified as responsible for addressing requests for accommodation and troubleshooting any unexpected disruptions to planned accommodations.