

# Event Accessibility Checklist

Adapted with permission University of Connecticut

## SECTION ONE: Marketing and Signage

- All advertising, invitations and brochures have an access statement that includes multiple forms of contact and a designated organizer
- All publications state that they are available in alternate formats upon request by including a statement that provides multiple forms of contact information, such as: *“This publication is available in alternate formats upon request. Please contact [name, phone number, and email].”* This should be the event coordinator.
- Publications and materials are provided in alternate text formats or media when requested (e.g. Braille, large print, audiotapes, etc.).
- Marketing materials posted online use accessible fonts and sizes ([typefaces and fonts](#))
- All videos/films are shown with subtitles or open captions.
- Assistive listening devices (ALD) are available.
- Information about the event is accessible to a broad range of participants

## SECTION TWO: PHYSICAL ENVIRONMENTS - IN-PERSON EVENT

- Venue is an accessible location, with directional signage to all event or meeting locations.
- Accessibility requirements for all areas (e.g. elevators, entrances, parking, restrooms, seating) checked
- Registration tables are maximum 36” in height.
- Requested accommodation is in place (e.g., sign language interpreters, closed captioning, etc.).
- Seating placement has been checked (e.g., near the interpreter or in the front for those with sensory disabilities), and wheelchair and companion seating is dispersed in multiple locations.  
Stages or platforms are accessible if needed, with an accessible route and ramp/lift as needed,
- Sufficient space between displays or exhibits to provide an accessible route
- Outlets in wheelchair accessible areas
- Equipment and technology checked. In the event of difficulties there is a ‘Plan B’
- Microphones operable and accessible with assistance if needed.
- There is adequate lighting for people with low-vision or if sign language interpreters are used.
- Ensure that all media, slides, handouts, and readings are accessible (e.g. captions, alternative text, audio description as necessary and appropriate.

### Parking and Transportation

- Accessible spaces are on an accessible route with prominent signage.
- If transportation is provided, it is accessible to individuals with disabilities and there is an accessible route from the transportation stop to the building or entrance.

#### Food and Drink

- Opportunity to request alternate options, ingredients and nutrition facts are available
- Tables options which are than 34" high and serving items are within reach from a seated position
- Additional space for individuals using wheelchairs, companions, or service animals

#### Emergency Planning

- Exits are clearly identified and accessible.
- Fire and emergency alarms have both audible and visual signals.
- Identify areas of refuge for individuals who may require rescue assistance.

### SECTION THREE: HYBRID AND REMOTE EVENTS

Hybrid and Remote Events should include live simultaneous CART services as well as the option for registrants to request ASL interpretation. Events which are livestreamed, and outward facing the public must include live CART captioning.

Any event that will be broadcast once but will not be available later for public viewing should include live CART captioning.

- Submit all materials to event organizer in advance for attendees with varying disability related needs, including those who may use adaptive devices or who are not able to see the screen
- Prepare printed large print copies to be distributed if needed.
- Ensure graphics, font size and color-contrast of presentation media can be perceived adequately
- Ensure speakers and event moderators (including those asking questions or making comments) always use a microphone, face the audience, speak at a normal rate, introduce themselves by name and repeat the question.
- Verbally describe all visual materials used as a part of presentation (e.g. slides, images, cartoons, charts, etc.) during the presentation
- Activate or request captions on media used in the presentation.
- If there is an interpreter or CART provider, please wait until they are in place before starting the presentation
- Encourage breaks during long presentations