

Accessible Event Checklist

Advertising

- ☐ Ensure material design adheres to [accessible material guidelines](#)
- ☐ Provide an accessibility statement on all promotional materials with organizer's contact information
- ☐ Invite participants to assert their accommodation needs prior to the event
- ☐ Include Alternative Formatting for Materials
 - Online and paper
 - Online fliers that are screen-reader friendly
 - Braille and large print versions
 - Closed captioning on videos

Physical

- ☐ Reserve an event space that is on the first floor or in a building with a functional elevator
- ☐ Provide directional signage to the event location
- ☐ Ensure accessible restrooms are near event location and have accessible routes to accessing them
- ☐ Notify guests of accessible parking near location
- ☐ Provide electrical outlets in accessible seating areas
- ☐ Allow a 36 inch clearance in all paths and walkways

Visibility

- ☐ Provide accessible seating
- ☐ Ensure visual content follows accessibility guidelines
- ☐ Offer adequate lighting for people with low visibility
- ☐ Verbally provide descriptions of visual materials, if requested

Audibility

- ☐ Request speakers face audience when presenting
- ☐ Direct audio devices (i.e., speakers) toward the audience
- ☐ Request microphone for event
- ☐ Accommodate any further auditory access needs, such as assistive listening devices or FM systems
- ☐ Minimize background noise and/or music
- ☐ Provide information in written format, if requested
- ☐ Schedule an ASL Interpreter, if needed
- ☐ Offer closed captions on videos

Event Activities

- ☐ Avoid flashing lights
- ☐ Ensure all displays, activities, or exhibits are accessible
- ☐ Avoid stairways for displaying any event materials

Food Allergies

- ☐ Ask participants to share dietary restrictions and allergies prior to the event
- ☐ Ensure that all dietary needs are met
- ☐ Place food and drinks in an accessible location
- ☐ List 9 major allergens (Peanuts, Tree Nuts, Shellfish, Fish, Dairy, Soy, Sesame, Gluten, and Eggs)
- ☐ Provide a printed ingredient list for all food served
- ☐ Provide non-food related swag for attendants (i.e., stickers, pens, buttons)

Content Warnings

- ☐ Provide descriptive content warnings before flashing images and/or sensitive content is shared
 - Sensitive content could include suicide, physical violence, sexual violence, etc.
- ☐ Include resources for participants to access if any of the content is difficult (i.e., confidential advocates, student counseling services, student support specialists, campus safety, etc.)