# Ithaca Pride Alliance

## Event Accessibility Guidelines

*Draft Version 1.0 - 02.12.2025*

The Ithaca Pride Alliance works to create inclusive, accessible, and welcoming events for all members of our community. We strive to host, co-host, and co-sponsor events that meet ADA accessibility guidelines and accommodate other access and inclusion needs for which formal guidelines are lacking. Our goal is to create inclusive and accessible environments that foster participation for individuals with diverse mobility, auditory, visual, and sensory processing needs, a range of identities, and remain affordable. Everyone is welcome in the ongoing work to create a more accessible LGBTQ+ community - get involved & make a difference by joining the IPA Accessibility & Inclusion Working Group or learn more at ithacapridealliance.org/accessibility.

### Event Planning

- [ ] Designate a day-of *Accessibility Lead* to coordinate access, signage, and communication
- [ ] Avoid scheduling during major religious & spiritual holidays and observances
- [ ] Post accessibility information on event listings and social media. Provide an accommodation form.
- [ ] All events are smoke-free and fragrance-free; ensure all location & event staff are notified

### Event Location

- [ ] Ensure mobility access via curb cuts, ramps, and/or elevators to all activity spaces
- [ ] Ensure bathrooms can be made gender-neutral & fully accessible
- [ ] Dedicate existing or temporary accessible parking, with signage, which follows ADA Guidelines
- [ ] Plan for & communicate step-free routes from the parking lot to the building entrance
- [ ] Ensure doors open easily, or secure fire-safe plans for propping doors or staffing attendants
- [ ] For seating, take diverse body size and stimulation needs (i.e. a fidget section) into account
- [ ] Paths of travel are free of obstruction and wide enough for a wheelchair (36+ inches)
- [ ] When service animals will be attending, provide water & instructions for relief areas
- [ ] Whenever possible, an 'access hour' or additional time accommodations will be provided
- [ ] For high-volume events or locations, designate a "low-stimulation" zone
- [ ] Consider competing access needs and aim to ensure everyone who wants to can equitably participate

### Event Setup & Registration

- [ ] Pathways around tables and displays are 36+ inches wide and clear of obstructions for wheelchair access
- [ ] Adequate space allows for dispersed wheelchair seating and the use of other mobility aids
- [ ] If using tables/desks where activities are located, ensure a wheelchair can fit underneath
- [ ] Registration or welcome area attendees are informed & able to answer accessibility questions
- [ ] The presenter/speaker is visible from all areas of the room and can be heard from all locations
- [ ] Space is well-lit; presentation materials do not have screen glare
- [ ] Food is labeled (i.e., gluten-free, allergens, etc.) and dietary & culturally diverse options are available

# Ithaca Pride Alliance

Event Accessibility Guidelines

*Draft Version 1.0 - 02.12.2025*

## Event Setup & Registration (cont)

- [ ] Food and beverage tables are accessible to all individuals (i.e., height/location)
- [ ] If sign language interpreters will be present, ensure seating is reserved close to the providers
- [ ] Ensure all event organizers and speakers verbally and/or visually share relevant accommodations
- [ ] The ground/floor surface is clean, clear, and not slippery (i.e. adequate snow & ice removal)

## Signage

- [ ] Use large print, high color contrast, and simple iconography for directions or informatio.
- [ ] Ensure adequate signage for accessible pathways, restrooms, entrances, exits, activities, etc.
- [ ] Include how to get in touch with *Accessibility Lead* contact information on relevant signage
- [ ] Provide a means for accessibility feedback and how to join the Accessibility & Inclusion Working Group
- [ ] Ensure any "sign-ups" or "participation interest" from all event vendors and hosts are fully accessible (i.e. provide QR code to digital sign-up and paper sign-ups, or staff person to help fill out forms)

## Technology

- [ ] For large spaces, have a working microphone for auditory access; don't forget backup batteries!
- [ ] For digital presentations or streaming, turn on auto-captions and ensure transcription recording
- [ ] If using, PowerPoints/slide decks are in accessible formats.
- [ ] Whenever possible, share accessible versions of event materials with participants (i.e. PPTs, videos, etc.)
- [ ] If video or audio will be used during the event which is essential to context or understanding, look to provide alternate forms of communication or information-sharing such as a summary write-up
- [ ] If a chat feature or other interactive participation technology is enabled during the event, a staff member has been assigned to monitor it and/or provide accessible means of participation if necessary
- [ ] Regularly ask for feedback and community participation in improving event accessibility; accessibility is an ongoing process that requires many perspectives