

# Event Accessibility Checklist

When event planning prioritizes accessibility from its beginning, two very important things happen. First and foremost, folks with disabilities are able to fully participate in the event. And second, it makes the event easier for *everyone* to navigate and participate. Accessibility leads to better attendance, engagement, and participation across the board. This checklist offers a *starting point* for thinking about event accessibility. Think beyond what's offered here, and be sure to honor the leadership, needs, and expertise of the disabled people on your campus.

## Information

- Advertise in multiple ways (e.g. posters, emails, social media, word-of-mouth) to provide people with multiple ways of learning about the event.
- Include the event organizer's name and contact information on advertisements, inviting folks to contact them with any accommodation needs.
- Announce content warnings at the beginning of the event if you know there will be content mentioning forms of trauma or violence.
- Ensure all videos/films are shown with (accurate) closed captions. YouTube auto-generated captions are generally not accurate.
- If the event space has a microphone, make sure people use it whenever someone speaks. Mics should be held within 6" of the speaker's mouth, angled towards them.
- If there a presentation without microphones, make sure the presenter repeats back any questions from the audience before answering them. It's easier to hear and interpret speech from a forward-facing presenter at the front of the room.
- Materials should be printed in a sans serif font (i.e. Calibri, Arial, Helvetica), at least size 14 pt. Materials should also be made available in alternate formats (i.e. digital file).

Next Page 

## Event Location

- Use signs to indicate the event location, in addition to directional signage on how to get there.
- Use accessible event locations with clear paths, ramps, motorized doors, and elevators if the event is not on the first floor.
- Bathrooms near the event should be wheelchair accessible and gender-neutral. See the “All Gender Bathroom Signs” resource for tools to temporarily turn binary-gendered bathrooms into gender-neutral ones.
- Identify exits and be sure to keep exit paths clear.
- Use soft incandescent or natural light instead of fluorescent light whenever possible.
- Request that people limit their use of fragranced products (e.g. scented deodorants, lotions, hair products, sprays, air fresheners, detergents, cleaning products) when attending events. This helps create more accessible air for folks with multiple chemical sensitivities, including asthma.
- Enforce no smoking/vaping rules in the event space.

## A few notes on etiquette:

- Do not touch or interact with service animals without permission. The animal may be cute, but it is on the job and hard at work!
- Ask before you help. If a space is accessible, people with disabilities can usually get around fine independently. Unless someone is in immediate physical danger, always ask before acting to help.
- Be aware of physical contact. A person’s equipment (e.g. scooters, wheelchairs, canes) are a part of their physical space.
- Always speak directly to a person, not to their aide, companion, or sign interpreter.
- As with all people, avoid making assumptions about others’ identities and abilities.