

# PLANNING ACCESSIBLE EVENTS CHECKLIST

1. Advertising the event
  - Give ample notice for the event so people can make transportation arrangements
  - Provide space on the registration form to allow people to identify their accommodation or special needs
  - Include accessibility symbols on the materials (poster, invitation)
  - If providing food, give participants the opportunity to request dietary preferences
2. Access to the event location
  - Make sure there are transportation options and the entrance is wheelchair accessible
  - Make sure there are no cords or obstacles at the entrance
3. Room planning
  - Is the room large enough to accommodate wheelchair users?
  - Does the room allow for ease of movement/wide aisles?
  - Does the room have good lighting?
  - Are the stage and screen easily visible?
  - Is there an accessible washroom within reasonable distance?
4. People resources
  - If you have volunteers, make sure they are trained with respect to aiding those with disabilities
  - Book sign language interpreter or computerized notetaker, if requested (may take 2-3 weeks to book)
  - If food is served, be sure to include the notetakers, interpreters in the count
  - Encourage everyone to refrain from using strong scents
5. Presenters & Presentations
  - Remind presenters to keep to the schedule as those who are arranging transportation are on a tight schedule with little flexibility
  - Remind presenters to have printed copies of their presentations, preferably in larger print (12-16 pt font)
  - Make sure the lectern is adjustable or have alternate lectern options for presenters' varying needs
  - Encourage presenters to use captioned videos
6. Budgeting
  - Keep in mind that computerized notetakers cost approximately \$40/hr.
  - Locate where the closest TTY pay phone is on campus and provide information to those participants who may need it
7. Evaluating the Event
  - Distribute written evaluations that include a section for participants to comment on the accessibility of the event.