

Accessible Events Checklist

Use this checklist to help you plan your event so that everyone can participate.

Name of Event

Date and Time

Event Location

Number of attendees

Venue

- Accessible parking/passenger drop-off area
- Outdoor and indoor pathways free of barriers
- Accessible entrance and easy to open doors
- Accessible restrooms
- Elevator access if needed
- Availability of listening devices

Invitations and Promotion

- Accessibility statement and accommodation request deadlines
- A variety of communication methods used
- A minimum of 12 pt. font for printed materials

Food and Refreshments

- Food, drinks, and utensils easy to reach for people using wheelchairs
- Label items with dietary restriction and allergen information

Room Set-up

- Clear, easy-to-read signs
- Clear floor space
- Cables and wiring secured
- Integrated and accessible seating
- Reserved seating for deaf and hard of hearing
- Comfortable space for service animals to rest

Speeches and Presentations

- Speakers provided tips on accessibility
- Accessible materials
- Microphones for presenters and audience

Volunteers

- Volunteer assigned to resolve accessibility barriers
- Volunteers reminded to ask guests, "How may I help you?"