

Accessibility Checklist

“We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).

One or two days before your event or meeting, send out a reminder about refraining from wearing strong fragrances.

Checklist in your meeting RSVP.

For example: I will need the following accommodations in order to participate:

- o Assistive listening device
- o Captioning
- o Reserved front row seat o Large print
- o Advance copy of slides to be projected
- o Wheelchair access o Wheelchair access to working tables throughout room
- o Scent-free room
- o Lactation room
- o Gender neutral bathroom

o Diet Restrictions. List: _____

o Other: _____

Follow up on all requests received.

Check Venue in Advance Look for these features when inspecting your meeting/event space:

Visibility: consider those with impaired sight

Clear signage (identifying location and directions)

Well-lit meeting space and adjacent areas

Projection screen visible from all seating (if using projection).

Acoustics: consider those with hearing impairment

Public address (PA) system

Roving microphone

Limit unnecessary background music

Seating available near presenter for lip reading

Availability of assistive listening devices

Is there well-lit space for an interpreter if needed?

Mobility: consider those who may be in a wheelchair or have other mobility impairments

Accessible parking near venue

Proximity to bus stop

Ramp and/or elevator access

Accessible bathrooms

Barrier-free pathways

Wide doorways and aisles to accommodate wheelchairs/scooters

No loose cables across walking areas.

Technology: consider those who may need to use adaptive devices

Electrical outlets in accessible seating areas to accommodate devices, laptops, etc

Service animals: consider access and space for service dogs

Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby

Designate

At larger events or events with scheduled accommodations, designate someone to be responsible for accommodations as well as help with

seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs.

Presentations

Presentation and printed material

Ensure your PowerPoint, Word Document or PDF is accessible

Verbally describe visual materials to the audience such as slides, charts, graphs for guests in the audience who may have low vision.

Videos used during the presentation should be captioned in advance for guests who may be deaf or hard of hearing.

If the video is not captioned, sign language interpreters or real-time captions may be needed for access to video content of the event.

Print and/or digital materials should be made available in alternative formats.

For example, someone who is blind or has low vision may request an audio file, Braille, large print, etc.

Post printed materials electronically, if possible, for reference after the event.

Create Accessible PowerPoint

Use a sans serif font (i.e. Arial or Calibri)

Use a large font size -- at least 22 point

Use a good contrast - a dark font on a light background

Provide “alternative text” descriptions for all images, pictures, graphics, tables, etc (helps screen-reading tools describe images to visually impaired readers)

Describe the image, and be specific. ...

Keep your alt text fewer than 125 characters. ...

Don't start alt text with "picture of..." or "Image of..." ...

Use your keywords, but sparingly. ...

Don't cram your keyword into every single image's alt text.

Text on a slide should have nothing behind it that obstructs viewing (no watermarks or images)

Sound

Control background noise to the greatest extent possible.

Microphones should be used by all speakers and attendees.

Repeat questions posted by the audience before responding, especially if there is not a roving microphone available.

Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into one to ensure accessibility.

Maintain a full, normal speaking voice when using a microphone.

Hold the microphone no closer than the width of two fingers (about two inches) away from the mouth. (The microphone is designed to capture a voice that flows over or across it)

Hold the microphone at a 45 degree angle for perfect placement. Do not block your face.

Lavaliere, or “lapel” microphones, work best when clipped to clothing and placed 8 to 10 inches below the chin - ideally, in the center.

** If presenting and using a PowerPoint, fasten the mic slightly towards the side where the slides will be shown, since presenters will be looking at the slides from time to time while speaking

Sign Language Interpreters

1. Provide reserved seating in the front of the event for the participant who has requested sign language interpretation.
2. Sign language interpreters should be situated in the front of the room proximate to the speaker and within the sight line of the attendee so that both the interpreter and speaker can be viewed simultaneously.
3. A spotlight should be on the interpreter if the lighting in the room is dimmed.
4. Provide an advance copy of presentation materials so that the interpreter will be well prepared to sign any specialized vocabulary and names.

Organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms)

Meeting Setup

Rooms/Auditoriums: Are all meeting rooms wheelchair accessible (i.e. elevators available for upper levels)?

Chair Setup: When a room does not have fixed seats, keep in mind two principles for setting up wheelchair seating locations:

The number of chairs to remove to create wheelchair seating locations depends on the total seating and wheelchair seating locations should be integrated throughout the entire seating areas (chairs removed should be interspersed - front, middle, back, sides of room, etc.).

Tickets for accessible seating must be available for purchase during the same times and in the same ways as the purchase of other tickets

Accessible seating must be identified to the same level of specificity as other seats on maps, seating charts, and brochures, and, if asked, the location of all available accessible seating must be identified

Tickets for accessible seating must be available at all price levels

A wheelchair user may purchase up to three companion seats that are contiguous and in the same row so long as such seats are available and all patrons may purchase that number of seats

Accessible seating may only be released when all other tickets are sold out or all other tickets in a specific price range or area are sold out

Individuals with disabilities must be able to transfer their tickets to others under the same terms and conditions as other ticket holders

Venues must honor tickets for non-accessible locations purchased on the secondary market (i.e. tickets that are re-sold by the original purchaser) by a wheelchair user so long as comparable accessible seats are available at the time the ticket is presented

Venues may not ask for proof of disability or ask what the individual's specific disability is, but may ask if the individual is purchasing tickets for someone with a mobility disability

Tables/Information: Tables used for registration, interviewing, information display or other services/goods should be between 28-34" from the floor to the top of the table. If guests will be seated at the tables, knee space should be at least 27" from the floor to the bottom of the table.

Materials: If overhead projections, easels or dry erase boards will be used, it's helpful to provide everyone with the same information in hard copy format. In addition, some people with visual impairments require the type size to be enlarged; having a few copies on hand with 16-point font is helpful

Food/Beverages/Info booths, etc.: Keep the following measurements in mind if you will be providing food, drinks, information, registration, use of machines/equipment, etc., at tables or booths:

Table height: 28-34" from floor to top of table. If you must have some food placed higher than 34", be sure that at least a portion of such food are available at the lower level

Aisles: At least 36" wide for maneuverability, and up to 44" wide if goods/services are available on both sides of an aisle

Knee space: 27" from floor to bottom of table if guests will be using tables for eating, writing, interviewing, receiving services, etc

Cables: Covers should be used over electrical cables or cords that must cross over aisles or pathways. Cable covers should be no more than 1/2" thick in order for wheelchairs to traverse across them