INCLUSIVE EVENT PLANNING CHECKLIST

Please use the following checklist as your guide when planning an event

SECTION ONE: INFORMATIONAL ENVIRONMENT

_____ All advertising, invitations and brochures, have an access statement that includes multiple forms of contact, such as: *"If you are an individual with a disability and need accommodations, please contact (name, phone number, email)".* **This individual should be the event coordinator.**

_____ All registration forms (online, paper, etc…) offer a chance for individuals to request accommodations for themselves and/ or guests such as:

I will need the following accommodations in order to participate:

___*Sign language interpreter*

___*Real-time captioning*

___ *Captioning*

___ *Reserved front row seat*

___ *Large print materials: Minimum font size requested* ___

___ *Brailled Materials*

___ *Advance copy of slides to be projected*

___ *Wheelchair access*

___ *Wheelchair access to working tables throughout room*

___ *Diet Restrictions. List:* _____

___ *Other: (specify)* _____

Requested accommodations checked will be processed by the event coordinator.

_____ All publications state that they are available in alternate formats upon request by including a statement that provides multiple forms of contact information, such as: *"This publication is available in alternate formats upon request. Please contact (name, phone number, and email)".* **This should be the event coordinator.**

_____ Publications and materials are provided in alternate media when requested (for example, Braille, large print, audiotapes, etc.).

_____ Marketing materials posted online should use a sans serif font (e.g.: Arial, Calibri, Tahoma) that is no smaller than size 14.

_____ All videos/films are shown with closed or open captions.

_____ Information about the event is accessible to a broad range of participants, including website information.

SECTION TWO: ATTITUDINAL ENVIRONMENT

_____ An inclusive environment has been provided to assure the full participation and integration of individuals with disabilities.

_____ Always use person-first language when speaking to or referring to individuals with disabilities.

_____ Presenters, facilitators, speakers, etc., should always introduce themselves to attendees and face the audience when speaking.

_____ Use the same considerations in this checklist if you are planning post-event activities, off-site trips, overnight stays, or if you are moving around campus (such as residence halls, restaurants, recreation rooms, etc.).

SECTION THREE: PHYSICAL ENVIRONMENTS
Event Location:

_____ Event must be scheduled in an accessible location, with directional signage to all event or meeting locations.

_____ Accessibility requirements must be checked for all areas, which may include elevators, entrances, parking, restrooms, and seating (see Appendix).

_____ Confirm that requested accommodations are provided (e.g. sign language interpreters, closed captioning, etc.).

_____ If seating is provided, seating placement should be considered (e.g., near the interpreter or in the front for those with sensory disabilities), and wheelchair and companion seating should be dispersed in multiple locations.

_____ If a stage or platform is used, be sure it is accessible and on an accessible route, and provide a temporary ramp or portable wheelchair lift if needed.

_____ Displays or exhibits are positioned to provide an accessible route to navigate the space. Alternate formats of display or exhibit information may be made available for attendees with sensory disabilities.

_____ Equipment is located in wheelchair accessible areas and most frequently used materials are placed on lower shelves.

_____ Check equipment before beginning event to make sure it's working. Have a 'Plan B' in case of technical difficulties.

_____ If a microphone or dais is provided for participation, be certain it is accessible and assistance is provided.

_____ Ensure there is adequate lighting for persons with low vision or if a sign language interpreter is used.

SECTION FOUR: Parking and Transportation:

_____ If nearby parking is available, accessible spaces for parking are included and located on an accessible route. Provide multiple options for location.

_____ If transportation is provided, it is accessible to individuals with disabilities and there is an accessible route from the transportation stop to the building or entrance.

_____ For individuals who may require assistance to/from their parking space or transportation stop and the entrance, consider public safety/ golf carts.

SECTION FIVE: Food and Drink:

_____ If food and/or drink are provided, be mindful of restricted diets and allergies.

_____ Provide attendees with the opportunity to request alternate options.

_____ Have ingredients and nutrition facts available to inform decisions.

_____ If food and/or drink are provided, ensure tables are less than 34" high and items are within reach.

_____ Self-service items must be reachable from a seated position with accessible operating mechanisms.

_____ Include additional space for individuals using wheelchairs if using banquet style seating.

_____ Speak with Dining Services Manager Bryan Harriss for additional considerations if your event or meeting uses, or is located in, a dining services area.

SECTION SIX Emergency Planning:

_____ Exits are clearly identified and accessible.

_____ Fire and emergency alarms have both audible and visual signals.

_____ Identify areas of refuge for individuals who may require rescue assistance.

Always consider the principles of Universal Design:

1. **Equitable Use**: The design is useful and marketable to people with diverse abilities (e.g., having web materials accessible by screen reader).

2. **Flexibility in Use**: The design accommodates a wide range of individual preferences and abilities (e.g., offering training that is presented in an audio and visual format).

3. **Simple and Intuitive Use**: Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level (e.g., guidebooks or instructions have words and pictures).

4. **Perceptible Information**: The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities (e.g., video being shown includes captions).

5. **Tolerance for Error**: The design minimizes hazards and the adverse consequences of accidental or unintended actions (e.g., if using computer software, allowing for an undo button).

6. **Low Physical Effort**: The design can be used efficiently and comfortably and with a minimum of fatigue (e.g., using a space with auto door openers).

7. **Size and Space for Approach and Use**: Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. (e.g., using a space that allows students to stand or sit).

-Adapted from North Carolina State University, Center for Universal Design, College of Design, 1997

Adapted from: AASE & Smith, ACCESSIBILITY CHECKLIST, 1990; 09/2014 Cornell University, Student Disability Services, Check List for Planning Accessible Events, 2013; Clemson University Accessible Events Checklist; and City of Santa Rosa, CA, ADA Checklist for Special Events Always be thinking about the principles of Universal Design

CONSIDER THESE FACTORS WHEN INSPECTING A MEETING/ EVENT SPACE:

VISIBILITY: CONSIDER THOSE WITH Vision Impairments: 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. Is there well-lit space for an interpreter if needed?

MOBILITY: CONSIDER THOSE WHO MAY USE A WHEELCHAIR, WALKER, SCOOTER 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.; extra space or work surface

- **Zoom** – Zoom provides accessibility options, please visit Zoom's accessibility features page for assistance in making this option more accessible.

- **Blackboard Collaborate Ultra** has built in accessibility features, please visit the Online Learning Instructor Training & Resources website for assistance in making this options more accessible

SERVICE ANIMALS: CONSIDER ACCESS AND SPACE FOR SERVICE DOGS: Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby.

PRE- EVENT
Ensure that presenters and speakers are aware of Winthrop's commitment to inclusion and ask them to prepare and deliver their presentations with accessibility in mind.

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

Provide presenters with a checklist requesting that they:

- submit materials in advance so that they can be forwarded to individuals who may not be able to view screens or flip charts
- verbally describe visual materials (e.g., slides, charts, etc.); have printed copies available (in larger font);
- avoid using small print on presentations that can't be seen from a distance;
- ensure speakers (including those asking questions) always use a microphone;
- activate captions on any video used in the presentation
- encourage hourly breaks; and

- organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms).
- Have someone onsite who helps to ensure follow-through on all of the above.

DISCUSSIONS, Q and A CONVERSATIONS, INTERACTIONS
Make sure to repeat questions posted by 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, please ask them to utlize one)

FOOD
Clearly indicate potential allergens and gluten-free, vegan, vegetarian, and other options.