



Ask Yourself...

01 How accessible are the venues where you currently hold your events?

[Pink response bar]

02 What venues in your community might be more accessible alternatives?

[Blue response bar]

03 Who from your team or organization is a good fit to serve as an accessibility coordinator for events?

[Purple response bar]



Ask Yourself...

04 What event and meeting advertisements need to be created or amended to include information on requesting accommodations?

[Blank pink response area]

05 What changes need to be made at your meetings and events to make sure participants with disabilities can engage (and participate) fully in presentations and conversations?

[Blank blue response area]

06 What can you do to address the needs of people who have sensory disabilities? This can include alternative formats of materials and auditory accommodations.?

[Blank purple response area]



accessibility checklist

■ *Identify an accessibility coordinator*
Identify someone on your team to be the leader (or person in charge) of all accommodation requests and managing accessibility concerns before, during, and after the event.

■ *Prepare for accommodation requests*
To adequately prepare for your event, ask guests to denote their accommodations (to fully participate) ahead of time.

■ *Select an accessible location*
Choose a venue with ADA-compliant parking, accessible entrances, accessible (and gender inclusive) restrooms, and appropriate lighting. Many places are required to be accessible, but it is important to check before finalizing your event!

■ *Set up the meeting space*
Consider all the ways the setup of the room will affect your guests at the event. You must consider how people of varying abilities will navigate the space.

■ *Identify transportation needs*
Consider all of the ways your guests may access (or transport) themselves to your event. You will also need to consider if you will provide transportation to your guests.

■ *Support during the event*
You may not have received all the necessary accommodations prior to the event. It is important that the accessibility coordinator is present at the event to address accessibility needs in real-time.



accessibility checklist

■ *Prepare for a hybrid format*

Hybrid and virtual options are the new normal! Technology only enhances the accessibility of your event. Plan for video, captioning/transcription, and display settings. Zoom offers keyboard accessibility, screen reader support, and multi-spotlight features to make your virtual/hybrid event accessible.

■ *Maintaining respect and dignity*

Last but not least, recognize that all guests/participants are deserving of respect and dignity regardless of ability. Are you respecting each guests/participant's request for confidentiality and/or privacy regarding a disability or accommodation request? Are you asking the guest/participant do they need help (or how you can be helpful) before providing help? Are you emphasizing the person or their disability? It is better to humanize the experience and emphasize the person.