Event Site Accessibility Checklist

Use this checklist to evaluate basic accessibility of the event venue and set-up. Take a copy with you on your site visit to complete.

Venue: Click or tap here to enter text.

Event: Click or tap here to enter text.

Name of Room: Click or tap here to enter text.

Address: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Venue and Facility Access Considerations:

Parking and Transportation:

Are parking spaces near main facility/venue entrance? Yes ☐ No ☐

Is there one accessible/disabled parking space for every 25 parking spaces? Yes ☐ No ☐

Is there a "drop-off" zone at facility/venue entrance? Yes ☐ No ☐

If accessible parking is limited, will you provide an accessible shuttle service to the venue? Yes ☐ No ☐

Do you have a plan to communicate accessible parking/transportation to attendees? Yes ☐ No ☐

Has this plan been communicated with all parties involved with event? Yes ☐ No ☐

Signage:

Is signage for your event in large print? Yes ☐ No ☐

Does signage for your event use high contrast colors? Yes ☐ No ☐

Do you provide signage for accessible path of travel? Yes ☐ No ☐

Do you provide signage to locate accessible restrooms, entrances, exits, activities, etc.? Yes ☐ No ☐

Path of Travel:

Is there a step-free route from the parking lot to the building entrance? Yes ☐ No ☐

Is the venue/facility entrance doorway at least 32" wide? Yes ☐ No ☐

Is the slope from parking to building entrance 1:12 or less (i.e., how level is the path)? Yes ☐ No ☐

If the wheelchair accessible entrance is not the primary entrance, is there signage directing people to the accessible path of travel? Yes ☐ No ☐

Do doors have lever handles or pressure plates? Yes ☐ No ☐

Is the door easy to open? Yes ☐ No ☐

If no, are staff assigned to open/close the doors? Yes ☐ No ☐

Is the path of travel free of obstruction and wide enough for a wheelchair (36" +)? Yes ☐ No ☐

Is floor surface hard and not slippery (especially if on grass/AstroTurf)? Yes ☐ No ☐

If the floor is carpeted, is it firm (not heavily cushioned?) Yes ☐ No ☐

Do obstacles (e.g., phones, fountains) protrude no more than four inches? Yes ☐ No ☐

If event is not on the ground floor or occupies multiple floors are elevators available? Yes ☐ No ☐

Does elevator interior provide a turning area 51" deep for wheelchairs? Yes ☐ No ☐

If a stage exists, is an accessible ramp needed? Yes ☐ No ☐

Room Set-Up:

Are there clear pathways (36" +) through tables? Yes ☐ No ☐

Are there clear pathways (36" +) around displays? Yes ☐ No ☐

Are there adequate spaces throughout the seating area to allow for wheelchair seating and use of other mobility aids? Yes ☐ No ☐

Is wheelchair seating adequately dispersed throughout seating options? Yes ☐ No ☐

Are pathways throughout the room free of tripping hazards and protruding objects? Yes ☐ No ☐

If using tables/desks, can a wheelchair fit underneath? Yes ☐ No ☐

If no, have you arranged for alternative tables/desks? Yes ☐ No ☐

Is the space well lit? Yes ☐ No ☐

Have you reduced glare on presentation materials? Yes ☐ No ☐

If a service animal is in attendance, have you provided a space for the handler/animal? Yes ☐ No ☐

Have you provided a designated space to bathroom? Yes ☐ No ☐

Have you provided a designated space for handler to provide a drink? Yes ☐ No ☐

Restrooms:

Are restrooms near facility/venue entrance? Yes ☐ No ☐

Are restrooms identified in Braille? Yes ☐ No ☐

Are there accessible restrooms available on the same floor of the event? Yes ☐ No ☐

If no, have you located the closest accessible restroom? Yes ☐ No ☐

Food and Beverage (if providing):

Is drinking water accessible? Yes ☐ No ☐

Are you providing a range of food and drink options? Yes ☐ No ☐

Have you labeled food (i.e., gluten free, allergens, etc.? Yes ☐ No ☐

If using external vendors, have you checked to ensure vendor can provide? Yes ☐ No ☐

If unable to provide, have you sought an alternative vendor? Yes ☐ No ☐

Are food and beverage tables accessible to individuals in wheelchairs (i.e., height/location)?

Yes ☐ No ☐

Marketing & Registration:

Is your event website accessible? Yes ☐ No ☐

Have you provided invitations in accessible formats? Yes ☐ No ☐

Are Social Media posts in accessible formats? Yes ☐ No ☐

Have you designated a point person to handle accessibility for your event? Yes ☐ No ☐

Is there contact information available to attendees? Yes ☐ No ☐

Will an accessibility contact be available the day of the event? Yes ☐ No ☐

Do your event materials contain the appropriate Accessibility Statement? Yes ☐ No ☐

Do you provide information on how to request accommodations? Yes ☐ No ☐

Have you provided preferred timelines for requesting accommodations? Yes ☐ No ☐

Have you designated a point person to coordinate accommodation requests? Yes ☐ No ☐

Are PowerPoints/slide decks in an accessible format? Yes ☐ No ☐

Can attendees request advanced access to PowerPoints/slide decks? Yes ☐ No ☐

Is the registration/check-in table at a height that would accommodate wheelchair users? Yes ☐ No ☐

If using tablets for registration/check-in are they accessible? Yes ☐ No ☐

Interpreters and Captioners:

Will you need sign language interpreters? Yes ☐ No ☐

If yes, have you provided/reserved chairs for interpreters? Yes ☐ No ☐

If event is 2+ hours you will need two interpreters.

Have you reserved seating for individuals needing sign language at the front near the speaker/interpreters?

Yes ☐ No ☐

Will you need real time captioners (CART)? Yes ☐ No ☐

If yes, have you provided/reserved chairs for CART providers? Yes ☐ No ☐

Have you verified the CART provider's needs? Yes ☐ No ☐

Table provided? Yes ☐ No ☐

Ethernet access (or other specified connectivity)? Yes ☐ No ☐

Any other equipment for attendee/CART provider necessary? Yes ☐ No ☐

Have you reserved seating for individuals needing CART in front near the speaker/CART provider?

Yes ☐ No ☐

Technology

Is your event an in-person and remote attendee hybrid?

Is the presenter visible to all in the room? Yes ☐ No ☐

Are viewing screens visible from all areas of the room? Yes ☐ No ☐

Have you reserved Assistive Listening Devices (ALDs) with your department? Yes ☐ No ☐

Has a staff member been designated to check-in/out systems? Yes ☐ No ☐

Has a staff member been trained on how to charge/check if operational? Yes ☐ No ☐

Has a staff member been trained on how to use ALD's? Yes ☐ No ☐

Have you reserved microphones or lavaliers? Yes ☐ No ☐

Have you considered if microphones are needed for audience participation? Yes ☐ No ☐

If hybrid model, the virtual platform selected is accessible? Yes ☐ No ☐

Does the virtual platform offer closed captioning? Yes ☐ No ☐
**Please see event manual (link) to determine if AI or a 3rd party is necessary.*

If using a 3rd party vendor, they offer accessible virtual rooms? Yes ☐ No ☐

If enabled, has a staff member been assigned to monitor the chat room? Yes ☐ No ☐

Has a staff member been assigned to resolve technical issues of guests, interpreters/CART providers, and speakers? Yes ☐ No ☐