



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 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, or a map to guide, 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

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 automated door openers? Yes No

If no, are staff assigned to open/close the doors if needed? 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 event is not on the ground floor or occupies multiple floors are elevators, or lifts, available?

Yes No

If a stage exists, is an accessible ramp needed?

Yes No

If blocking sidewalks, you will set up cones or barriers to indicate closures or impacted path of travel?

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 dispersed throughout the seating area to allow for wheelchair seating and use of other mobility aids?

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 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):

Are drinking fountains and/or refill stations accessible?

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 RSVPs required? If yes, have you added a place for guests to provide disability related accommodation requests?

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

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 may need two or more 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 for CART provider? 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

Considerations for events that are in-person and remote/hybrid.

- Is the presenter visible to all in the room? Yes No
- Are viewing screens visible from all areas of the room? Yes No
- If needed, have you reserved Assistive Listening Devices (ALDs)? 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
- If using a 3rd party vendor, you have confirmed and verified 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
- Are PowerPoints/slide decks in an accessible format? Yes No
- Can attendees request advanced access to PowerPoints/slide decks? Yes No

Fragrance and Smoke Free Policies

A plan of action has been developed to enforce [USC's Smoke Free Policy](#). Yes No

If hosting a fragrance free event, you have informed your guests via website, social media, invitations, and RSVPs of your fragrance free policy. Yes No

Please visit the Office of Institutional Accessibility and ADA Compliance's [Accessible Events](#) website for more information on how to make your event accessible. Consultations are available upon request at [Request a Consultation](#).