

# Day-of-Event Accessibility Checklist

This checklist, created by the [Office of Institutional Accessibility and ADA Compliance \(OIA\)](#), is intended for anyone hosting USC events. Use it to evaluate accessibility on the day of your event. It includes information for in-person, virtual, and hybrid events.

**Event:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Room Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## In-Person Event

If all or part of your event is in person, ensure you have accounted for the following items so all attendees can engage in the full experience of the event.

### Venue and Facility Access

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#### *On-Site Accessibility Point Person*

The point person designated to handle accessibility is on site, and all event staff working know how to contact them if necessary.

#### *Parking and Transportation*

- If provided, the drop-off zone at the facility/venue entrance has signage.
- I have signage and/or maps directing attendees to accessible parking/transportation.
- Event organizers know where to guide attendees for accessible parking/transportation.
- I have provided the event information to front gate attendants so they can direct guests.

#### *Signage*

- Signage for the event is in large print.
- Signage for the event uses high-contrast colors.
- I have placed signage to accessible restrooms, entrances, exits, activities, etc.
- If needed, I have provided signage for accessible paths of travel or links to [USC Interactive Campus Maps \(UPC & HSC\)](#).

#### *Path of Travel*

- If needed, step-free routes from the parking lot to the building entrance are marked.

- If the wheelchair-accessible entrance is not the primary entrance, there is signage directing people to the accessible path of travel.
- Doors that are not easy to open have been propped open (when possible and with fire/safety approval).
- If unable to prop open doors, staff have been assigned to open/close the doors.
- Paths of travel are free of obstruction and wide enough for a wheelchair (36+ inches).
- If needed, an accessible stage ramp has been installed.
- If the event blocks sidewalks, I have set up cones or barriers to indicate closures or impacted paths of travel.

### *Room Setup*

- Pathways around tables are 36+ inches wide and clear of obstructions.
- Pathways around displays are 36+ inches wide and clear of obstructions.
- Adequate space throughout the venue allows for dispersed wheelchair seating and the use of other mobility aids.
- If using tables/desks, a wheelchair can fit underneath.
- If using tables/desks for event registration/check-in, a wheelchair can fit underneath.
- The presenter/speaker is visible from all areas of the room.
- The space is well lit.
- Presentation materials do not show a glare on screens.

### *Restrooms*

- Event staff are aware of and can guide guests to accessible restrooms.

### *Food and Beverage (if providing)*

- Drinking fountains and/or refill stations are accessible (i.e., height/location).
- Food is labeled (i.e., gluten free, allergens, etc.).
- If using external vendors, they have provided labels for all food stations.
- Food and beverage tables are accessible to all individuals (i.e., height/location).

### *Service Animals (if attending)*

- There is reasonable space for the service animal to work.
- The handler has been informed of the designated relief space for the service animal.
- The handler has been informed of the designated space to provide the service animal with food/drink.

### *Fragrance and Smoke-Free Policies*

- USC's Smoke-Free Policy is made known at the registration table and during the event.
- If a fragrance-free event, organizers have made it known in materials, at the registration table, and during the event.

## Interpreters and Captioners

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- If needed, sign language interpreters are secured.

*If the event is 2+ hours, two or more interpreters were secured (pending vendor request).*

- Sign language interpreters have reserved seating near the speaker(s).
- Seating for guests needing sign language is reserved in front, near the speakers/interpreters.
- If needed, real-time captioners (CART) are secured.
- CART providers have reserved seating near the speaker(s).
- Tables have been provided for CART providers.
- Ethernet access (or other specified connectivity) has been provided for CART providers.
- Other necessary equipment (per vendor request) for CART providers and/or attendees needing CART has been secured.
- Seating for guests needing CART is reserved in front, near the speakers/CART providers.
- The speaker has been informed that interpreters will be near them at the front of the room.

## Technology

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- If using, display screens are visible from all areas of the room.
- If using tablets for registration/check-in, they are accessible.
- The speaker has been provided with an operable microphone or lavalier.
- If needed, microphones are available and operable for audience participation.
- If using, PowerPoints/slide decks are in accessible formats.
- If requested, Assistive Listening Devices (ALDs) are available to attendees.
- A staff member has been designated to check in/out ALDs.
- A staff member has been trained on how to charge/check if ALDs are operational.
- A staff member has been trained on how to use ALDs.
- All technology has been checked on the day of the event to ensure necessary functions are operational.

## Virtual Event

If all or part of your event is virtual, ensure you have accounted for the following items so all attendees can engage in the full experience of the event.

## Interpreters and Captioners

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- If needed, sign language interpreters have been secured.

*If the event is 2+ hours, two or more interpreters were secured (pending vendor request).*

- I have verified the sign language interpreters' needs.
- If needed, real-time captioners (CART) have been secured.
- I have verified CART providers' needs.

## Technology

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- PowerPoints/slide decks are in an accessible format.
- The virtual platform's live transcription/closed captioning is working.
- Interpreters have been pinned and spotlighted (or other similar mechanisms depending on the platform).
- If using a third-party vendor platform, the vendor has confirmed the accessibility features of breakout rooms, and event organizers have taken appropriate steps to ensure captioners/interpreters are in the same breakout rooms as those who need those services.
- If using a third-party vendor platform, its captioning is working, and sound has been checked for the speaker.
- If a chat feature is enabled during the event, a staff member has been assigned to monitor it.
- Staff have been assigned to resolve guests', interpreters'/CART providers', and speakers' technical issues.
- All technology has been checked on the day of the event to ensure necessary functions are operational.

## Marketing/Communications for the In-Person, Virtual, or Hybrid Event

Regardless of the event format, ensure you have accounted for the following items so all attendees can learn about and feel welcome at your event.

- Social media posts are in accessible formats.
- If live streaming video content or posting video content following the event, videos are captioned.
- The designated accessibility point person's contact information has been provided to all event staff.

## Need Help?

Please visit the Office of Institutional Accessibility and ADA Compliance's [Accessible Events](#) website or the [OIA Resource Compilation List](#) for more information on how to make your event accessible. You can [Request a Consultation](#), but availability on the day of the event is not a guarantee.

If a physical facility accessibility barrier is experienced on the day of the event and requires immediate resolution, individuals may report it to [Facilities Planning and Management](#). Individuals may also use the Office of Institutional Accessibility and ADA Compliance's [Report a Concern](#) page to report physical or other accessibility barriers. Reports will be reviewed during business hours.