

Event Planning Accessibility Checklist

This checklist, created by the [Office of Institutional Accessibility and ADA Compliance \(OIA\)](#), is intended for anyone planning USC events. Use it to evaluate the basic accessibility of your event. It includes information for in-person, virtual, and hybrid events. If all or a portion of the event will be in person, bring a copy to complete on your site visit.

Event: _____

Venue: _____

Room Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Planning In-Person Events

If all or part of your event is in person, you will need to account for the following items so all attendees can engage in the full experience of the event.

Venue and Facility Access

On-Site Day-of Accessibility Point Person

I have designated a point person to handle accessibility for the event, and they will be on site the day of the event.

Parking and Transportation

There are accessible parking spaces near the main facility/venue.

Accessible parking is limited, but I have provided an accessible shuttle service to the venue, OR I have provided a drop-off zone close to the facility/venue entrance.

I have a plan to communicate accessible parking/transportation to attendees.

I have shared the parking/transportation plan with all necessary parties involved with the event.

Visit [Event Accessibility – Parking and Transportation](#) for more information.

Signage

There is signage for my event in large print.

The signage for my event uses high-contrast colors.

I provide signage to locate accessible restrooms, entrances, exits, activities, etc.

I provide signage or a map to guide accessible paths of travel.

If applicable, I have shared [USC Interactive Campus Maps \(UPC & HSC\)](#) with event staff to help guide attendees.

Path of Travel

- There is a step-free route from the parking lot to the building entrance.
- The venue/facility entrance doorway is wide enough for a wheelchair (36+ inches).
- If the wheelchair-accessible entrance is not the primary entrance, there is signage directing people to the accessible path of travel.
- Doors have lever handles or automated door openers.
- If the doors do not have lever handles or automated openers, staff are assigned to open/close the doors.
- The path of travel is free of obstructions and wide enough for a wheelchair (36+ inches)?
- The ground/floor surface is hard and not slippery (especially if on grass/AstroTurf).
- If the event is not on the ground floor or occupies multiple floors, elevators or lifts are available.
- If a stage exists and an accessible ramp is needed, I have provided it.
- If the event blocks sidewalks, I have set up cones or barriers to indicate closures or impacted paths of travel.

Room Setup

- There are clear pathways (36+ inches) through tables.
- There are clear pathways (36+ inches) around displays.
- There are adequate spaces dispersed throughout the seating area to allow for wheelchair seating and the use of other mobility aids.
- Pathways throughout the room are free of tripping hazards and protruding objects.
- If using tables/desks, a wheelchair can fit underneath.
- If a wheelchair does not fit underneath the tables/desks I am using, I have arranged for alternative tables/desks.
- 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.
- I have reduced glare on presentation materials.

Restrooms

- There are accessible restrooms available on the same floor of the event.
- If there are no accessible restrooms on the same floor as the event, I have located the closest accessible restroom.

Food and Beverage (if providing)

- Drinking fountains and/or refill stations are accessible to individuals in wheelchairs (i.e., height/location).
- I have labeled food (i.e., gluten free, allergens, etc.).

- If using external vendors, I have checked to ensure the vendor can provide food labeling and/or alternative menu options.
- If the vendor is not able to provide food labels or alternative menu options, I have sought a different vendor.
- Food and beverage tables are accessible to individuals in wheelchairs (i.e., height/location).

Service Animals (if attending)

- I have provided reasonable space for the handler and service animal.
- I have provided a designated relief space for the service animal.
- I have provided a designated space for the handler to provide the service animal with food/drink.

Visit [USC Service and Support Animals Policy](#) for more information.

Fragrance and Smoke-Free Policies

- A plan of action has been developed to enforce [USC's Smoke-Free Policy](#).
- If hosting a fragrance-free event, I have informed guests via website, social media, invitations, and RSVPs of my fragrance-free policy.

Interpreters and Captioners

- If needed, I have contracted sign language interpreters.

Note: If the event is 2+ hours, you may need two or more interpreters.

- I have provided/reserved chairs for sign language interpreters.
- I have verified the sign language interpreters' needs.
- I have reserved seating at the front, near the speaker/interpreters, for individuals needing sign language.
- If needed, I have contracted real-time captioners (CART).
- I have provided/reserved chairs for CART providers.
- I have verified CART providers' needs.
- I have provided tables for CART providers.
- I have provided ethernet access (or other specified connectivity) for CART providers.
- I have provided any other equipment needed by CART providers and/or attendees needing CART.
- I have reserved seating at the front, near the speaker/CART providers, for individuals needing CART.

Visit [Event Accessibility – Effective Communication](#) for more information.

Technology

- If using, display screens are visible from all areas of the room.
- If using tablets for registration/check-in, they are accessible.

- I have reserved microphones or lavaliers for speakers.
- If the audience will need microphones to participate, I have reserved them.
- PowerPoints/slide decks are in an accessible format. Visit [Creating Accessible Content](#) for more information.
- Attendees can request advanced access to PowerPoints/slide decks, and/or I have made them available in a digital format.
- If needed, I have reserved Assistive Listening Devices (ALDs).
- I have designated a staff member to check in/out ALDs.
- A staff member has been trained on how to charge/check if the ALDs are operational.
- A staff member has been trained on how to use ALDs.

Planning Virtual Events

If all or part of your event is virtual, you will need to account for the following items so all attendees can engage in the full experience of the event.

Interpreters and Captioners

- If needed, I have contracted sign language interpreters.

Note: If the event is 2+ hours, you may need two or more interpreters.

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

Visit [Event Accessibility – Effective Communication](#) for more information.

Technology

- PowerPoints/slide decks are in an accessible format. Visit [Creating Accessible Content](#) for more information.
- Attendees can request advanced access to PowerPoints/slide decks.
- The virtual platform selected has built-in accessibility features, such as captioning and keyboard navigation.
- There is more than one way to enter the platform (e.g., weblink and dial-in options).
- If using interaction features, there are multiple ways for attendees to interact (verbal, type, reaction buttons).
- The virtual platform offers the ability to incorporate live transcription/closed captioning.
- If I am using a third-party vendor platform, I have verified they offer accessible breakout rooms.
- If enabled during the event, I have assigned a staff member to monitor the chat feature.
- I have assigned staff to resolve guests', interpreters'/CART providers', and speakers' technical issues.

Marketing/Communications for In-Person, Virtual, and Hybrid Events

Regardless of the event format, you will need to account for the following items so all attendees can learn about and feel welcome to attend your event.

- My event website is accessible. Visit [Accessible Websites](#) for more information.
- My event's social media posts are in accessible formats. Visit [Social Media](#) for more information.
- I have provided invitations in accessible formats. Visit [Creating Accessible Content](#) for more information.
- My event materials contain the appropriate Accessibility Statement. Visit [Event Planner Responsibility](#) for more information.
- My event materials provide information on how to request accommodations. Visit [USC's Disability Accommodations Policy](#) for more information.
- I have provided preferred timelines for requesting accommodations.
- I have designated a point person to coordinate accommodation requests.
- I have provided the accessibility point person's contact information on marketing materials.
- The accessibility contact, or designee, will be available on the day of the event.
- If RSVPs are required, I have added a place for guests to provide disability-related accommodation requests.

To learn about digital accessibility, consider taking [USC's Digital Accessibility Courses](#) in TrojanLearn.

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 also [Request a Consultation](#).