

# Accessibility Checklist for Events

## Planning the event

- Visit Making Events Accessible: <http://accessibility.jhu.edu/event-planning/>
- Request accessible spaces for all open events and any that include people who may need wheelchair access or to avoid stairs; check the space to make sure it will work and so you know where accessible features are
- Make sure you know about presenter accessibility needs; some rooms may lack access to stages or front area
- Advertise the accessibility of the event and any accommodations available (assistive listening systems, interpreting, materials in alternate format)
- Plan to advertise the event early, mention the access above, and include the following statement:

**To request information about accessibility or accommodations for this event, please contact (provide the event coordinator name, email address, & phone number) with as much notice as possible.**

- Make sure marketing materials have at least 14pt font and text with good contrast; send as accessible PDFs
- Make sure all videos/films are captioned
- Know about the availability of assistive listening devices in the space you are using
- Requests for interpreters or CART can take some time to fill. Make sure you know how to make a request and make all requests without delay to allow time to fill them
- Consider event content and how to remove any barriers to make the event as inclusive as possible:
  - Topics related to disability may attract more requests; consider having CART just in case; select a venue with an Assistive Listening System
  - Noise levels
  - Plan for any food to be well labeled; to be inclusive offer nut and gluten free options
  - Consider lighting options; low lighting can be challenging for those with low vision
  - Reserve seating for wheelchairs, interpreting, and those with low vision
- **Plan to use microphones at all larger events (and all presentations);** provide audience microphones or have speakers repeat questions from the audience
- Make sure materials are in an electronic format and made accessible using [SensusAccess](https://it.johnshopkins.edu/services/academictechnologies/access.html); here is link typed out: <https://it.johnshopkins.edu/services/academictechnologies/access.html> or another means
- Create signs for reserving seats and directing attendees to accessible features such as restrooms
- Know the locations of accessible parking

## Setting up the event

- Leave space at the event for wheelchair seating in a variety of locations (up front as well as to the side and back)
- Reserve seats up front for anyone with low vision who may need to sit close
- Reserve seating for CART or ASL providers and those the attendees who requested them; make sure they are positioned near the speaker and that there is a good line of sight to them from the reserved seat; the attendee needs to be able to see the speaker and the interpreter or projected text
- Make sure any event set up has pathways at least 36" wide to allow wheelchair access
- Keep tables, table access on or near pavement at outdoor events
- Make sure accessible entrances are known to event staff and unlocked
- Registration tables should be no higher than 36"
- Food should be served on tables at 34" maximum so it can be within reach; label foods
- **Test door openers, lifts and elevators before events**
- **Remind speakers to use microphones**

## At the event

- Confirm that any requested accommodations are in place; an event coordinator should be in charge of this
- **Make sure event managers know about accessibility including accessible restrooms and how any accommodations will work**
- Make sure pathways do not get blocked during the event
- If you have a request at the event, problem solve and ask the guest for suggestions as to what will work for them
- **Service animals (dogs or miniature horses only) are trained and welcome at all events;** emotional support animals (cats, dogs, birds, etc.) are not trained and not permitted at events unless you allow pets.
  - You can ask two questions:
    - Is this a service animal required due to a disability?
    - What service is it trained to provide?
  - As long as the answer makes sense and it is a dog, you should permit the service animal
  - Animals do not have to be wearing a harness but must be under control and not disruptive
  - Service animals can make noise occasionally in fulfilling their roles
  - Service animals must be permitted to stay even if allergies or fears come up; provide options for alternate seating for any attendees with concerns
- Make sure you have an emergency evacuation plan if your event does not have direct access to the outside