Events Checklist

All of our programs, activities, and events on campus need to provide access to people with disabilities. Though Ball State's campus is highly accessible, you should always consider a few matters when planning events so they are accessible to everyone.

The Office Disability Services has created a checklist to help you determine if your program is accessible. We encourage people planning events off campus to use this checklist to ensure their program is accessible.

Complete the checklist below, and contact our office with questions or concerns.

ACCESSIBLE ENTRANCE

- ☐ **Is there an accessible entrance that does not require the use of stairs?**
  - If no, add a ramp or lift if possible.
  - If no, add an alternate route on level ground, if possible.
  - Or relocate the program to an accessible building.
  - Contact our office to discuss accessibility of campus buildings, or other available options.
- ☐ **Are there appropriate signs directing attendees to accessible entrances and bathroom facilities?**
  - If no, create and post directional signs through an accessible route.
  - Contact our office to discuss other options, or the possibility of relocating your program or event.
- ☐ **Is the path at least 36 inches wide?**
  - If no, enlarge the pathway if possible.
  - Relocate the program, or contact our office to discuss other ideas.
- ☐ **Are curb cuts located in parking lot and drop off areas?**
  - If no, contact our office to discuss possible options for installing a curb cut.
  - Relocate your program to area with greater accessibility.
- ☐ **Are there accessible parking spaces available near the accessible entrance?**
  - Contact our office to discuss potential difficulties with parking, or to discuss possibilities for relocating your program.

USABILITY OF RESTROOMS

- ☐ **Is there at least 1 fully accessible male and female restroom or 1 accessible unisex restroom?**
  - If no, reconfigure a restroom or combine restrooms to create one unisex restroom, if possible.
  - Relocate the program, or contact our office to discuss available options.

MEETING ROOMS

- ☐ **If the location for your event or program has multiple floors, is there an accessible elevator to the meeting room?**
  - If no, relocate program or contact our office to discuss other potential options.
- ☐ **Is an accessible path of travel available to the meeting room?**
  - If no, relocate the program, or contact our office to discuss other potential options.
- ☐ **Is the meeting room accessible for speakers and presenters? Can participants navigate easily in the space?**
  - If no (and the space is not tiered) and the furniture is moveable, reconfigure the space to allow for more room.
  - Contact our office to discuss other possible options for accessibility for speakers and attendees.

PUBLICITY AND INVITATIONS FOR YOUR EVENT

- ☐ **Does your publicity/invitation contain information regarding reasonable accommodations?**
  - If no, be sure to include a statement about how a person can obtain accommodations for the program, such as:

  "If you need an accommodation to fully participate in this event, please contact…" Then, be sure to include your name and contact information so that a person with a disability can get in touch with you about accommodations.

ACCOMMODATION REQUESTS FROM PARTICIPANTS

- ☐ **Has a participant, either audience member or speaker, requested an accessible meeting space?**
  - Make sure the location is completely accessible for the participant by using this checklist.
- ☐ **Has a staff member been assigned to ensure that accommodation arrangements are handled appropriately?**
  - Designate one staff member to handle all accommodation requests. This person can be the liaison to our office to discuss possible options for accommodations.
- ☐ **Has a participant requested an assisted learning system?**
  - Contact our office to determine where to obtain an assisted listening device.
- ☐ **Has a participant requested a sign language interpreter?**
  - Contact our office for assistance with scheduling an interpreter for your program.
- ☐ **Has a participant requested handout materials in an alternate format?**

- Contact the Adaptive Computer Technology Lab to learn about putting a handout into Braille or another electronic format for a visually impaired person.

☐ **If a video clip is part of the program, are the videos equipped with captions for participants with impairments?**

- When purchasing or renting AV materials, request one with closed caption capability.

- If a captioned video is not available, contact **Jeff Bowers** of the University Media Services to discuss having your video captioned.