



Quick Event Checklist:

- Is there a person of contact for accessibility questions?
- Does the event fall on a religious holiday? Not sure? Visit interfaith-calendar.org
- Is the venue an accessible location?
 - Is there accessible parking and drop-off area nearby?
 - Do you have an accessible door? Is it level or ramped?
 - Is there an accessible route to your room? Is an elevator required?
 - Is there availability of wheelchair seating?
 - Is there clear and accessible signage to the meeting room?
 - Are there accessible restrooms?
 - Is there adequate space with appropriate lighting?
 - If outdoors, is there an accessible path?
- Are there food and drink options for everyone? Visit <http://bit.ly/harvarddietarypractices>
- Are your content and materials in an accessible format?
- Do you promote the event as accessible and include information about arranging for accommodations?
- Do you have a designated person for accessibility needs during event?

Before the Event: Avoid scheduling events during major religious holidays.

Location

Make sure that location is accessible to all people. Confirm that there are accessible entrances, restrooms, parking. Is there designated accessible parking near the venue and is there a drop-off area? Is the route to the room accessible and is there clear signage to the room? Place an individual at any door that is manual or if the button does not work. Is there wheelchair seating in the room? Is there adequate space with appropriate lighting? If outside, is the location accessible to all people? Is there an accessible path?

Accommodations

Designate an individual who will focus on accessibility throughout the process of the event. Plan ahead to ensure accessibility for all participants. When promoting the event, include information on how to arrange for accommodations with multiple ways of communication.

Example: If you have questions or need an accommodation to fully participate in any of these events, please contact [insert name] at [insert email and phone number] by [deadline for requests].

Be prepared to answer any questions. If you are unsure, ask for contact information, repeat question or request, and ensure that you will get back to the individual shortly. Contact Disability Services at dsd@bsu.edu or 765-285-5293.

Content and Materials

Review all content prior to event to ensure accessibility. If possible, contact Disability Services to request to have an ASL interpreter for the event. Make sure that attendees can see both interpreter and speaker at the same time. If showing a film, provide captioned version. For materials, you may need to provide formats such as braille, audio, digital, or large print copies. If presenting, make text and images large enough to see from back of you and provide descriptions of any images. Actively work with those who may need assistance.

During the Event:

Support

Have the appointed person to be available throughout the event to address any needs. Have this person arrive early to make sure all routes are accessible. Check in with participants that have requested accommodations when they arrive.

Presentation and Interaction

When opening the meeting, describe the room to the audience (where food is located, restrooms, emergency exists, etc.). When presenting speak slowly, describe any images used in a presentation, use eye contact and do not cover mouth. If using audio materials make sure there are captions. Ask attendees to introduce themselves when they speak. If someone asks a question, repeat the question back for everyone to hear before answering. If an ASL interpreter or other service provider is present, introduce the individuals to the audience. Do not talk to someone through the interpreter, talk to the individual directly. Don't be afraid to ask the audience if they are comfortable with the volume and pace of the presentation and ask if anything needs to be clarified.

After the Event:

Reflection

Ask yourself and other members who may have been part of the planning process:

- How accessible was the venue?
- Are there other venues that may be more accessible in the future?
- How accessible were the content and materials during the event?
- Did you address the needs of all participants?
- What can be done in the future to ensure that all members can fully participate in the meeting or event?