

Accessibility: Program Planning Checklist

This document was adapted from Emory University's program planning checklist to support ALCA and its chapters. For accessibility questions or accommodation needs please contact Andrew Sparks, Adaptive Needs Chair, acsparks@uab.edu or Nancy Fox, Executive Director, alca@alabamacounseling.org.

Event Dates and Times

- Did you check the calendar of religious holidays to avoid conflicts?
- Did you consider religious Sabbaths when selecting a day of the week and time of the event?
- Did you consider the best times for participants who have children (school day, day care, and school holidays)?
- Did you consider the best times for participants who work and their ability to participate (e.g. individuals with night or weekend jobs)?

Event Advertising

An **ADA Access Statement** should be on all items advertising/promoting (i.e. tickets, invitations, flyers, posters, electronic communications, etc.) your event: If you require a disability-related accommodation to participate in this event, please contact (Name, host) at (phone number, email) to arrange services. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

Event Transportation and Parking

- Is there accessible parking near the event location? If not, have you advised attendees where the nearest accessible parking is located?
- If your event is off campus, are you providing transportation or have you communicated the options related to public transportation to the event location?
- Do you provide free or reduced cost transportation options to participants?
- If you are providing transportation or are using public transportation, is the car/bus/train accessible to individuals with disabilities?

Path of Travel to Event Location

Is there an accessible path of travel from parking to the event locations? How have you communicated this information to participants?

Entrances to Event Location

Does the entrance have steps, a threshold or other physical barriers? If so, is there a ramp?

- How have you communicated this information to participants?
- Are the doors wide enough to accommodate a wheelchair?
- Can the doors be opened by someone living with a disability? If not, is there an automatic door opener?
- If the main entrance is not wheelchair accessible is there an alternative accessible entrance?
- How have you communicated this information to participants?
- Is there clear signage indicating where the accessible entrance is located?
- Does the accessible entrance provide a clear path of travel to the event location?

Path of travel within the Event Location

- Is there an accessible path of travel from the accessible entrance to the event location in the building? If not, are there elevators or ramps to the location? Are these alternative travel pathways to the event clearly marked?
- Are travel pathways free of obstacles or protruding objects?
- If you are in an outdoor location without paved paths, have you provided pathways (e.g. rubber sidewalks) that can be used over these unpaved surfaces?

Seating and Other Furniture

- For any participant utilizing a personal care attendant, is there seating space for the attendant next to the participant?
- For any participant utilizing a service animal, is there space for the service animal to sit near the participant?
- If your event uses a box office, registration tables, or information booths, are these at an accessible height for an individual in a wheelchair?
- If writing surfaces are needed, are they at a wheelchair accessible height?
- Is there seating in the space for people who are large? This includes seating without side arms.
- Is there seating in the space with side arms for people who need use them to stabilize movement while sitting and standing?
- Are isles and paths of travel in the space a minimum of 36" wide?

Refreshments

- Are food service areas set no higher than 36" so they are accessible to individuals who use wheelchair for mobility or those with other types of mobility impairments?

__Did you ask guest if they have food allergies or other dietary needs/restrictions prior to the event? Have you accommodated those needs?

__If the food is served buffet style, can a wheelchair user or an individual who is blind or visually impaired negotiate the spaces between the tables?

__Are the food and dishes at a level that can be reached by a person in a wheelchair?

__If all of the above are no, make arrangements with the caterers to assist those persons with these needs and requests. Always consider providing vegan, halal, kosher, gluten-free, and non-nut options.

__Are all the foods clearly marked with ingredient and/or do they indicate if they are vegan, kosher, gluten free, dairy free and/or nut free?

__Are water fountains at the event location accessible to a person in a wheelchair?

__Did you check a calendar of world religions to assess whether your participants can eat during the time of your event or if they are fasting? In addition, does the holiday include specific food restrictions?

Presentations, Programs, and Bi-Directional Participation

Bi-directional participation refers to events that may include small group work, Q&A with speakers, large recruitment and interviewing activities, and retreats. These events fail to support bi-directional participation if they do not consider how participants navigate space, visuals, activities, and noise.

__Did you request noise amplifying technologies such as a microphone? At the event, do not ask, "Can everyone hear me," rather use the noise amplifying technology.

__If participants will be engaged in the discussion, make microphones available to them to use. __If this is not possible, remind presenters to repeat the question into their microphone.

__If you are using PowerPoint, or other projected presentation, are you using large fonts and limited colors?

__If you are using a video, is it closed captioned?

__What is the noise level outside the presentation space? If you are able, minimize other noise by closing doors.

__Does the location have space for an interpreter in front of the room? If you are using a projected presentation, does the room allow you to dim the light to increase visibility of the presentation while also allow the interpreter to be seen?

__If you are hosting an event where you expect interactions and full participation (e.g. recruitment events, networking, events with icebreakers and interactive activities),

- Do participants need to stand up? Do you have other options?
- Do participants need to move around? Is there enough space for all participants to move around freely?
- Is there additional space that does not have a lot of noise and/or distractions, especially for interviewing and networking events?

__If you are engaging participants in activities in which they must use their bodies to signal participation, ask them to “signal me in any way that you are able” rather than asking for participants to stand up or raise their hands.

Service animals should be allowed into all event functions. Please do not pet or interact with the service animal as they are working and should not be distracted. If you need to lead an attendee to a location please walk to the side and in front of the service animal. The service animal needs to see you and the terrain at the same time. If you have a concern related to the service animal, you may ask the following two questions: 1-Is this a service Animal? 2-Is the service animal trained to do a specific task? If an individual responds positively to both questions, you cannot ask additional questions. Emotional Support/Comfort Animals are not allowed at campus events where non-service animals are not permitted.