

# Event Accessibility Planning and Set-up Checklist



## Planning, pre-registration and preparation for accommodations

- Select accessible event venue and lodging after on-site visit to check features.
- Offer virtual option whenever possible.
- Appoint an accessibility coordinator; for large events add an accessibility team.
- Include request for accommodations in registration form.
- Arrange accommodations as requested (or for open venues with no registration):
  - ASL interpreter team (at least 2 if event is longer than an hour) contracted
  - Assistive Listening System (as part of sound system) rented
  - Videos and presentation slides captioned, using good contrast and legible fonts
  - Live (real-time) captioning service contracted
  - Golf cart and/or van with wheelchair ramp or lift and tie-downs rented
  - Universal menu offered with gluten-free, high protein/low carb meals & snacks
  - Large print or Braille materials prepared; digital materials sent ahead of time
- Route requests to accessibility coordinator for follow-up regarding specific needs.
- Recruit and train volunteers.
- Provide travel, parking, wheelchair, and scooter rental information ahead of time.
- Communicate restrictions (limit fragrance, no peanuts, no strobe lights) ahead of time.
- Indicate location of accessible parking spaces, entrances, and restrooms on map.

## Facility physical layout

- Incorporate ramp to platform into podium design, preferably as primary access.
- Provide and mark at least one gender-neutral accessible single (family) restroom.
- Set up rooms to include wheelchair cutouts, designated companion seating next to cutouts, 36” aisles for wheelchair/ walker access, tables with min. 27” clearance.
- Offer quiet room with low lighting, and comfortable chairs or couches.

## Accessible parking, mobility, and registration

- Ensure sufficient accessible parking available close to accessible entrance.
- Post directions to accessible entrances at parking lot and unloading areas.
- Provide contact phone number at registration for obtaining rides or assistance.
- Post shuttle schedule, select and mark pick up places, and provide seating there.
- Station greeters at entrances to welcome and direct everyone.
- Staff an accommodations and accessibility table at registration.
- Give visual and verbal orientation to accessible features during conference opening.
- Post signs to closest accessible routes between meeting spaces.

## PA system/ communication/ print and vision support

- Mark/announce location of assistive listening device check-out; keep extra batteries.
- Set up and assist with roving microphones; remind all participants to use microphones.
- Orient sign language interpreters to schedule, space, and persons using their service.
- Provide transcripts, names, liturgies, etc. to captioners and ASL interpreters.
- Project and read aloud all motions, amendments, and announcements.
- Provide audio description (explain visual images, skit actions, projected words).

## Dietary needs

- Provide gluten-free bread for all or announce location at each communion service.
- Post ingredient information at meals to ensure specific diets needs are met.
- Offer assistance for people with difficulty standing in line or filling their plate.