

Accessible Event Planner's Checklist

Before the Event

- Accessible locations and routes are chosen for: 1) Parking, 2) Entrance, 3) Seating, 4) Presentation Area, 5) Restrooms
- Accessible seating/furniture
- ASL Interpreters are scheduled, if requested.
- The space has appropriate lighting.
- Accommodations statements are included on all marketing/registration materials.
- Videos are captioned.
- Event staff has been trained about accessibility and inclusion.
 - Additional information about Disability Etiquette is available at: www.unitedspinal.org/pdf/DisabilityEtiquette.pdf

During the Event

- Activities/presentations are accessible and inclusive.
- Accessibility options/features are clearly marked with proper signage.
- Videos are played with captions enabled.
- Materials and handouts are available in accessible formats.

After the Event

- Questions about access are included on any evaluations or assessments.
- Reflection on any accessibility-related issues and how to design differently next time.