# Checklist for Event Planners

Event Title:

Venue:

Space(s) where event will be held:

Contact Person:

Contact Phone:

Contact Email:

## Budget and Financial Planning

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Funding sources have been identified to pay for accommodations\* such as post-production captioning (i.e., adding captions to recorded media that will be shown at the event), live captioning/transcription (e.g., CART), or sign language interpreting. |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

\* All pre-recorded media shown as part of an event should be captioned. Live captioning (in the form of CART services) and sign language interpreting can be provided by request.

## Event Publicity and Accommodation Requests

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Event publicity is accessible (including email invites, Intercom announcements, social media posts, etc.) or includes a way to access information available in an accessible format. |  | Yes [ ]  No [ ]  |[ ]
| Event publicity includes a notification for how participants can request accommodations (via a form, or email and phone number of a named contact person) |  | Yes [ ]  No [ ]  |[ ]
| A dedicated event staff person has followed up with all requests for accommodations and has consulted with the IC ADA Coordinator as needed. |  | Yes [ ]  No [ ]  |[ ]
| Event publicity includes information about what accommodations will be available (automated captions on by default, accessible parking, wheelchairs or other mobility devices available upon request, Assistive Listening Devices available at check-in, etc.) |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

## Parking and Transportation

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Adequate accessible parking is available close to the event space |  | Yes [ ]  No [ ]  |[ ]
| Accessible transportation options are available and publicized to participants |  | Yes [ ]  No [ ]  |[ ]
| Accessible paths of travel between parking and event spaces are available and clear of obstructions |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

## Event Location and Setup

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Accessible bathrooms have been identified close to the event venue |  | Yes [ ]  No [ ]  |[ ]
| Circulation paths between tables, booths, etc. are wide enough to accommodate mobility devices (wheelchairs, scooters, etc.)  |  | Yes [ ]  No [ ]  |[ ]
| Free-standing signage does not impact circulation paths |  | Yes [ ]  No [ ]  |[ ]
| Event signage is accessible or an accessible map (or venue description) is available |  | Yes [ ]  No [ ]  |[ ]
| Seating is arranged to provide spaces that can accommodate mobility devices, service dogs, and personal care attendants |  | Yes [ ]  No [ ]  |[ ]
| Seating is available for a range of body types and physical needs (benches, chairs without arms, couches, tables of variable heights) |  | Yes [ ]  No [ ]  |[ ]
| Seating is arranged to provide clear line of sight to interpreters or live transcription services to those who have requested the accommodation |  | Yes [ ]  No [ ]  |[ ]
| Microphones are available for all presenters and a wireless mic is available for audience participation |  | Yes [ ]  No [ ]  |[ ]
| Assistive listening devices are available as requested\* |  | Yes [ ]  No [ ]  |[ ]
| A quiet room or space is available for event participants to step away to attend to personal needs |  | Yes [ ]  No [ ]  |[ ]
| Outlets or charging stations are available in or near the event space |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

\* Some spaces on campus have built-in systems with receivers that can be checked out to participants. In other spaces, portable ALDs can be borrowed from other departments. Not all ALDs will work with all hearing devices. Talk with the ADA Coordinator if there are questions about providing this accommodation.

## Food and Beverage Services

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Multiple food and beverage stations are available |  | Yes [ ]  No [ ]  |[ ]
| Food ingredients are labeled and/or staff are available to answer questions |  | Yes [ ]  No [ ]  |[ ]
| Staff are available to assist anyone who needs help with self-serve stations |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

## Staff Training and Preparation

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| All event staff have reviewed the “Planning an Accessible Event” training guide. |  | Yes [ ]  No [ ]  |[ ]
| Staff have been briefed on what accommodations are available to participants (live captioning, assistive listening devices, spaces for service dogs to relieve themselves, accessible transportation options, etc.). |  | Yes [ ]  No [ ]  |[ ]
| There is a designated staff member to answer questions or assist participants with accessibility concerns. |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

## Day of checklist

| **Task** | **Comments** | **This task/need has been addressed** | **Does not apply to this event** |
| --- | --- | --- | --- |
| Event staff are briefed on any new accessibility features or challenges and a person has been designated to manage all accessibility inquiries or concerns. |  | Yes [ ]  No [ ]  |[ ]
| Door buttons and elevators are checked to ensure operability (doors can also be propped open if possible or staff can be on hand to assist with doors) |  | Yes [ ]  No [ ]  |[ ]
| Paths are free of obstructions (between parking and transportation options and the event and within the event space itself) |  | Yes [ ]  No [ ]  |[ ]
| No lights are flickering or buzzing within the event space |  | Yes [ ]  No [ ]  |[ ]
| Assistive listening devices are available and functional\* |  | Yes [ ]  No [ ]  |[ ]
| Presenters are reminded of accessible practices such as repeating questions from the audience and describing presentation materials with the assumption that not all participants will be able to see them. |  | Yes [ ]  No [ ]  |[ ]
| Captions for pre-recorded media are turned on by default  |  | Yes [ ]  No [ ]  |[ ]
| Live captioning stream is functional and visible (test this with the provider before the start of the event) |  | Yes [ ]  No [ ]  |[ ]
| If an ASL interpreter is operating remotely, their video is pinned or spotlighted so they can be seen alongside the presenter (in a hybrid or virtual meeting) |  | Yes [ ]  No [ ]  |[ ]
|  |  | Yes [ ]  No [ ]  |[ ]

\* ALDs should be checked the day before an event so they can be charged as needed