
CHECKLIST FOR CREATING ACCESSIBLE EVENTS

Keep in mind, the organizers of the event are responsible for providing accommodations. You may want to set aside funds as you are planning, for those accommodations that may incur an additional cost.

Event Marketing

- All advertising, invitations and brochures have an access statement that includes multiple forms of contact, such as: "If you are an individual with a disability and need accommodations, please contact (name, phone number, email) at least 5 days prior to the event". The listed contact should be the event coordinator.
- Notify attendees if there will be strobe lights or loud music so those with sensitivities can make an informed decision.
- Marketing materials posted online should use a sans-serif font that is at least size 14.
- Be sure your online promotional content is accessible. (See [Web Accessibility Checklist](#))

Things to Consider Prior to the Event

- Check with the presenter(s) to determine if they require accommodations.
- For large events, consider providing live captioning for all attendees. (Sign language interpreters can be coordinated upon accommodation request.)
- Be mindful that attendees may need added time to move between rooms or sessions.
- Service animals may be in attendance with their handler.
- If there is a registration table, it should be no higher than 36".
- Consider limiting the environmental fragrances in the room for people with sensitivities.

Event Location and Spacing

- Event must be scheduled in an accessible location with directional signage, ramps, and access to elevators if on the second floor or higher.
- Have adequate pathways from entrance to seating to exiting for people who use wheelchairs or other mobility devices.
- For outside events, soft, loose surfaces like sand, gravel, grass can cause difficulty with powered wheelchairs, scooters, and for individuals using canes or crutches. Ensure your outdoor space has an accessible route.
- Identify the location of the nearest accessible restrooms. Consider relocating the event if accessible restrooms are not on the same floor or (for outside events) close to the scheduled location.
- Plan for wheelchair accessible seating (such as removing chairs from the ends of some rows) so that a wheelchair user can feel included within the seating area.

- For events designated for standing room only, ensure there are seats available for individuals with disabilities with difficulty standing for longer periods of time at no additional charge.
- If a stage or platform is used, be sure it is accessible and provide a ramp. (slope = 1" rise for every 12").
- Displays or exhibits are positioned in a route that can be navigated easily by an individual using a wheelchair, crutches, or cane.
- Check equipment before beginning the event to make sure it is working.
- Ensure there is adequate lighting for persons with low vision or if a sign language interpreter is used.
- Deaf or Hard of Hearing individuals must have priority seating near the front to be able to see the stage and the sign language interpreters with no visual obstructions.

Event Information and Activities

- Use a microphone for events in which 25 or more people are anticipated.
- Have audience members use microphone, if present, when talking.
 - At a minimum, presenters should repeat questions from the audience so participants, interpreters, and captionists can hear and understand.
- All videos/films shown should be properly captioned ([How to make videos accessible](#))
- Have assistive listening devices (ALD) available by request. (*SAS can assist as needed*)
- Consider the color choices and contrast of all materials, including PowerPoint slides.
- Publications and materials are provided in alternate media when requested (for example, Braille, large print, etc.).

Food and Drink

- If food and/or drink are provided, be mindful of restricted diets and allergies.

Contact Information

- Contact Student Accessibility Services at 407-823-2371 or sas@ucf.edu if guidance is needed during the planning stage or if any specific access requests are received.
- For more comprehensive guides on accessibility, please review:
 - [ADA National Network Planning Guide](#)
 - [ADA.gov Standards for Accessible Design](#)
 - [US Access Board Guide](#)