

Salisbury University Accessibility Checklist for University Events

Event Planning Items to Consider

- Remember that accommodations can cost money and the organizer of the event is responsible for providing them. Incorporate this into your planning and remember to budget accordingly.
- Provide an appropriate space for you attendees to request accommodations on any registration or application materials.
- Check the with presenter(s) to determine if they require accommodations.
- Be mindful that attendees may need added time to move between rooms or sessions when planning the logistics and timeframe of the event. Depending on the event, you may also want to work in breaks for all attendees.
- Service animals may be in attendance with their handler.
- If there is a registration table, it should be no higher than 36”.

Informational Environment

- Include a standard accessibility contact statement on all of your publicity (i.e. print ads, websites, etc.) and include an event contact for accessibility. Long and short examples can be found on the DRC webpage.
- Publications and materials are provided in alternate media and electronic format when requested (for example, Braille, large print, audiotapes, etc.).
- Marketing materials posted online should use a sans serif font (e.g. Arial, Calibri, Tahoma) that is no smaller than size 14
- All videos/films are shown with closed or open captions.
- Assistive listening devices are available.
- Information about the event is accessible to a broad range of participants, including website information.

Attitudinal Environment

- An inclusive environment has been provided to assure the full participation and integration of individuals with disabilities

- Always use person-first language when speaking to or referring to individuals with disabilities.
- Presenters, facilitators, speakers, etc. should always introduce themselves to attendees and face the audience when speaking.
- Use the same considerations in this checklist when planning post-event activities, off-site trips, overnight stays, or if you are moving around campus (such as residence halls, restaurants, recreation rooms, etc.).

Physical Environment

- Events must be scheduled in an accessible location with directional signage to all event or meeting locations. Accessibility requirements must be checked for all areas, which may include elevators, entrances, parking, restrooms, and seating.
- Confirm that requested accommodations are provided (e.g. sign language interpreters, closed captioning, etc.).
- If seating is provided, seating placement should be considered (e.g. near the interpreter or in the front for those with sensory disabilities), and wheelchair and companion seating should be dispersed in multiple locations.
- If a stage or platform is used, be sure that it is accessible and on an accessible route, and provide a temporary ramp or portable wheelchair lift if needed.
- Displays or exhibits are positioned to provide an access route to navigate the space. Alternate forms of display or exhibit information may be made available for attendees with sensory disabilities.
- Equipment is located in wheelchair accessible areas and most frequently used materials are placed on lower shelves.
- Check equipment before beginning event to make sure it's working. Have a "plan B" in case of technical difficulties.
- If a microphone or dais is provided for participation, be certain it is accessible and assistance is provided.
- Ensure there is adequate lighting for persons with low vision or if a sign language interpreter is used.

Parking and Transportation:

- If nearby parking is available, accessible spaces for parking are included and located on an accessible route. Provide multiple options for location.

- If transportation is provided, is it accessible to individuals with disabilities and is there an accessible route from the transportation stop to the building or entrance.

Food and Drink:

- If food and/or drinks are provided, be mindful of restricted diet and allergies. Provide attendees with the opportunity to request alternate options. Have ingredients and nutrition facts available to inform decisions.
- If food and/or drinks are provided, ensure tables are less than 34" high and items are within reach. Self-service items must be reachable from a seated position with accessible operating mechanisms.
- Include additional space for individuals using wheelchairs if using banquet style seating.

Emergency Planning:

- Exits are clearly identified and accessible.
- Fire and Emergency alarms are both audible and visual signals.
- Identify areas of refuge for individuals who may require rescue assistance.