

## **Appendix A**

### **Checklist for Planning Accessible Events**

#### **Accessible Advertising:**

- Is advertising information about the event accessible to a broad range of participants (visual – includes closed captioning if digital, auditory – accessible by a screen reader if digital)?
- Have funds been allocated in the budget to cover the cost of accommodations, if requested?
- All advertising, invitations, and brochures include an access statement that includes multiple forms of contact.

*Accommodation requests related to a disability should be made to (sponsoring department, contact person, phone number and email address). See Sample Statements Attached in Appendix B.*

**NOTE: It is not necessary to include an accessibility notice in communications regarding routine or standing meetings for small groups of individuals when none of the individuals needs an accommodation.**

#### **Enabling Accommodations/Universal Design Considerations:**

- Can participants request accommodations through a registration form or other mechanism?
- Is there a section on the RSVP form for attendees to specify if they have dietary restrictions/food allergies?
- If you are offering snacks or catering at the event, have you ensured that that foods meet a variety of diets including vegetarian, vegan, gluten-free?
- Have presenters been asked if they wish to request accommodations?
- Have presenters been informed of ways to make presentations accessible to your proposed audience?
- Have videos/films been sourced with open or closed captions provided? If not, have you ensured that closed or open captions can be made available?
- If the event is live, are assistive listening devices (ALD) available?
- Is the staff knowledgeable about communicating with people with various disabilities?
- Do all publications state that they are available in alternate formats?

#### **Ensuring Accessible Locations:**

[EMS](#) – Accessibility features of every bookable space is identified in EMS.

#### **Meeting rooms**

- Are meeting rooms on accessible route of travel (no stairs or has elevator access)?
- Is there a clear pathway through the room (at least 36" wide) and 5ft x 5ft area for safe turning radius?

- If there is a stage or elevated area, is it wheelchair accessible if needed for the presenter or participants?
- The acoustics in the room are good, and in rooms where audio will be amplified (microphones), are there assistive listening devices available for participants who are hard of hearing?
- Is there reserved seating available near the front for participants who are Deaf or hard of hearing?
- Does the room have movable seating to make room for a wheelchair?
- Is there plenty of space to maneuver around tables in the room?
- Is there adequate lighting for persons with low vision or if a sign language interpreter is needed?

### **Entrances and doors**

- Is at least one of the primary entrances to the building accessible (if there are stairs, there must also be a ramp or lift; The door has a lever style handle (not a knob) and is relatively light, if the door is not automatic or held open)?
- If the main entrance to the building is not accessible, is there signage indicating the location of an alternate accessible entrance?
- Is the main entrance to the room accessible? If not is there signage indicating the location of an alternate accessible entrance?

### **Parking and Pathways**

- Are there accessible parking spaces near the accessible entrance?
- Is there an accessible route from parking/drop-off to the entrance?
- Is there an accessible route from the building entrance to the room?
- Is there adequate lighting at nighttime in the parking areas?
- Are the parking areas paved?

### **Public Restrooms and Drinking Fountains**

- Are there accessible restrooms and drinking fountains located along an accessible route of travel and on the same floor as your meeting space?
- Is there appropriate signage indicating which restrooms are accessible and if not, does signage at non-accessible restrooms direct people to accessible restrooms?

## **Appendix B**

### **Sample Access Statements:**

***General statement for registration of event:*** The University of New Haven encourages all individuals to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the access provided, please call [insert program/event contact] a week in advance of your participation or visit. "

***Sample standard statements for general campus event access:*** To request accommodations that will facilitate your full participation in this [event, activity, conference, etc.], please contact [insert program/event contact] at [insert program/event contact's email address] or [insert program/event contact's phone number] by [insert date, typically the day registration for the event closes].

To request an accommodation for this event, please contact [insert program/event contact] at [insert program/event contact's email address] or [insert program/event contact's phone number] by [insert date, typically at least one week in advance].

***General statement on catalogs, brochures, other publications:*** To request this information in an alternate format, please contact [insert departmental/event contact] at [departmental/event contact's email address] or [departmental/event contact phone number].

***Abbreviated statement (space constraints):*** All participants are welcome. For questions regarding access and accommodation, please contact [insert program/event contact] in advance of the program.