

We want to provide you with some accessibility guidance to ensure that people with disabilities, people with chronic illnesses, Deaf people, blind people, seniors, and pregnant individuals are able to participate in your event. While you might not be able to check all the boxes, we encourage you to make every effort to follow these guidelines.

1) CHECK YOUR EVENT SPACE IN ADVANCE:

- ☐ Are there barrier free pathways to the event space (no stairs, no ramps rising more than 1 in. for every 12 in. in length, thresholds no taller than ½ in, doorways approximately 32 in. wide, elevators being at least 51 in. x 68 in.)?
- ☐ Is there at least one accessible bathroom? (min. width is 60 in. w/grab bars behind the toilet and at least one side)
- ☐ Are there several electrical outlets for laptops, assistive devices, voice amplifiers, captioning devices, etc.?
- ☐ To reduce trip hazards and allow for visual communication, such as sign language, are the routes to and the meeting area itself well lit? Is it free of flashing lights which can be hazardous to those with epilepsy?
- ☐ If there is a stage, is there a ramp or lift to get on it?
- ☐ Is there a separate 'quiet room' nearby to allow people to cool off?

2) PREPARE FOR YOUR EVENT:

- ☐ Ensure you provide event details as early as possible. Include accessibility details and ask participants if they have additional accessibility requests. Assign an accessibility point-of-contact.
- ☐ If protestors could appear, consider what access issues may arise if so, and plan accordingly.
- ☐ Request participants avoid wearing artificial smells and bringing snacks that include peanuts.
- ☐ Communicate the event's COVID policies in advance. Request that attendees mask, or at least mask if they are feeling sick. Consider providing a section where COVID-cautious attendees could sit together, masked, to reduce risk. Place high-quality air purifiers in high-traffic areas.
- ☐ If providing food, ask participants if they have food allergies or if they need alternatives.
- ☐ Hire sign language interpreting team if requested for small events (up to 15 people). If event is larger, proactively hire a sign language interpreting team and advertise this accommodation. Check out [Registry of Interpreters for the Deaf](#) for suggestions.
- ☐ Create signage for accessible walkways, entrances, bathrooms, etc.
- ☐ Train all volunteers: 1) On how to interact with people with disabilities. A good sample video for disability sensitivity training can be found on [YouTube](#). 2) Train them on accessibility services for event. Have designated volunteers in charge of accessibility issues at the event.

3) AT YOUR EVENT:

- ☐ Walk all routes to check for possible new barriers, including misplaced items or cords. Check to see if automatic door openers work. Make sure the accessible entrance is unlocked.
- ☐ Ensure signage to accessibility features are up, including for accessible entrances and pathways.
- ☐ Have reserved accessible seating near the front with clear pathways to get to it. Accessible seating can be provided to people who use wheelchairs or other assistive devices, Deaf people, blind people, individuals with chronic illnesses, people who are injured, seniors, and pregnant folks.
- ☐ Set up an amplification system and make sure those who are speaking to the crowd (including the speakers and those asking questions) use the amplification system.
- ☐ If live streaming or taping, make sure your videographer includes the Sign Language interpreter in the shot. Also, try to caption the videos. Captioning live streams currently requires an outside company like [VITAC](#). Captioning regular videos can easily be done using downloadable apps like [Apple Clips](#) or by uploading the video on [Youtube](#) and editing and downloading the SubRip Subtitle file.