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| Accessible and Inclusive Meetings or Events Checklist |
|  | **Early Planning Considerations** |  |
|  | *Description/Guidelines*  | Comments: |
|  | Consider the date and time of your event to minimize barriers related to length of day, number and duration of breaks throughout the event, availability of transportation, and religious observances |  |
|  | *Provide a weeks’ notice about the action or*  |  |
|  | *Provide at least 72 hours’ notice about the meeting or event location to ensure*  |  |
|  | Designate an Access Coordinator on your team for event or meeting |  |
|  | **Access Coordinator** |  |
|  | Receive, confirm, and track all access requests from participants. |  |
|  | Manage and implement accommodations |  |
|  | Communicate accommodations arrangements with participants and staff |  |
|  | Identify assistants who will be available to help with access-related tasks |  |
|  | **Venue**—conduct an early site visit to clarify accessibility  |  |
|  | *Description/Guidelines*  | Comments: |
|  | All doorways are 36-48 inches wide (ADA compliance is 36 inches)  |  |
|  | Must have ramp or be ground level with no door frame. If there is a “hump” with the door-frame, it must not be more than an inch or less. |  |
|  | An elevator must be available if the meeting or event is on the 2nd floor or higher |  |
|  | **Room Set-Up** |  |
|  | The room set-up must allow enough space for wheelchair users to maneuver around a table and throughout the meeting space.  |  |
|  | Leave space for wheelchair users close to the door in the room so that there is less maneuvering needed. |  |
|  | Accessible tables have a central leg and a height of 28-31 inches so that wheelchairs slide underneath freely, making the table usable. |  |
|  | **Bathroom** |  |
|  | Restroom stall’s doorway must also be at least 36 inches |  |
|  | Restroom stall must have a diagonal of at least 80-100 inches to provide a turning radius for people using wheelchairs. The ideal diagonal measurement between the stall wall and the toilet is 70 inches, and from wall to wall is 100 inches. |  |
|  | Restroom stall must have grab bars: Those are the metal bars on the wall which enable someone with a disability to transfer from a chair or walker to sitting on the toilet. |  |
|  | Toilets are placed lower than normal, only 18 inches from the floor.*Alternative: Having a Personal Care Assistant available* |  |
|  | **Interpreters** |  |
|  | *Description/Guidelines*  | Comments: |
|  | Interpreters should be given 3-4 days’ notice of the time and scheduling of the meeting or event.  |  |
|  | For meetings longer than 2 hours, two sign language interpreters must be provided |  |
|  | **Deaf and Hard of Hearing** |  |
|  | Have pen and paper available to everyone |  |
|  | Have a visual presentation available using words and pictures  |  |
|  | **Materials** |  |
|  | *Description/Guidelines*  | Comments: |
|  | Provide copies in Braille (as requested). Handouts should also be available in large print and digitally on the event/meeting day. |  |
|  | Check and update all presenter’s materials for accessibility |  |
|  | Consider the color choices and contrast of all materials |  |
|  | **Emotional Accommodations**  |  |
|  | *Description/Guidelines*  | Comments: |
|  | Have a comfortable space available with low lighting  |  |
|  | Facilitate ground rules that will help to build a safe and welcoming space |  |
|  | Encourage Stemming *Optional: Have trinkets available in the middle of the tables* |  |
|  | **Event Day** |  |
|  | *Description/Guidelines*  | Comments: |
|  | Post directional signs to gathering space |  |
|  | Use an inclusive check-in process ( consider table height, amount of noise, flow of check-in process)  |  |
|  | Set up clear and spacious paths outside and inside |  |
|  | Ask photographers not to use flash and to seek permission when photographing people |  |