

## Hosting Inclusive Events: Accessible Venue Checklist

This checklist is not all inclusive, every situation may have its own additional considerations. This should be used as a guide to making informed decisions about accessibility with your event.

Name of Venue: \_\_\_\_\_

### Physical Accessibility Considerations

Accessible Routes: Yes  No

- No major obstructions on path (ex. construction or cobblestones)
- No extremely steep hills for participants with manual wheelchairs or has access for vehicles to allow for drop off at the venue entrance in the event of a steep hill location
- Accessible sidewalk or ramp for building entrance
- Working elevator access for events on higher floors
- Accessible door entrances, either open door entryways or doors with entry buttons
- Accessible Parking at the venue

Accessible Signage: Yes  No

- Signage marking the venue location or promoting the event should be in an ADA friendly font with consideration to font size large enough to be easily read
- Braille signage on doors
- Post clear and easy-to-read signs indicating the location of accessible restrooms, elevators, etc.

Accessible Check-In: Yes  No

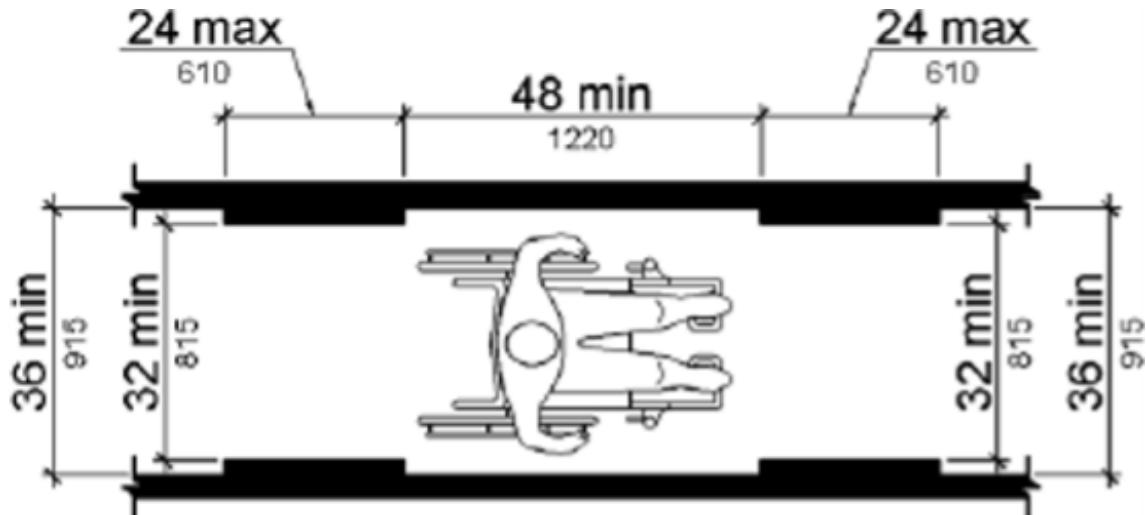
- Registration/concierge desks are at a height accessible by wheelchair/scooter users that allows for a frontal approach and provides adequate knee clearance under the desk
- Materials have been placed in easy to reach locations
- Materials have been provided electronically and in paper format
- Prior to the event and at check-in, provide attendees with disabilities information related to accessibility features, location of meetings/events, and accommodations

Accessible Meeting Room: Yes  No

- Meeting spaces large enough to accommodate wheelchair users comfortably
- Meeting room has moveable seating to create a more accessible space
- Meeting room can accommodate between 30 and 40 people, as appropriate
- Wheelchair accessible restrooms, in close proximity
- Plenty of space around tables

- Reserved seating in the front row for individuals with hearing disabilities
- Electrical cables or cords that cross over aisles or pathways have been covered
- Multiple sets of outlets for laptops and other electronic aids

Wheelchair clearance measurements: Figure retrieved from access-board.gov



Accessible Lodging: Yes  No

- List provided of nearby lodging that provide accessibility options, as appropriate
- If meeting is held in a hotel that will require participants to spend the night, the venue provides accessible options to guest

Accessible Transportation: Yes  No

- Bus or Paratransit stops are near the venue (5 minutes walking distance)
- Bus or Paratransit stops are located at flat areas with the path to the venue from the stop not in a steep hill location
- Shuttle services provided, as appropriate

Sensory/Cognitive Accessibility Considerations

Accessible Lighting: Yes  No

- Availability of providing different lighting options, such as natural light
- Photographers/guests/conference participants have been informed that flash photography is prohibited, as appropriate, or individuals have been made aware that there may be flash photography or strobe lighting

Accessible Hearing, Visual, and Tactical Aides: Yes  No

- If requested, CART or ASL interpreters have been provided
- Videos are captioned or transcriptions are provided
- Presentation materials are accessible ([Creating Accessible Documents](#))
- Upon request, can provide any materials in an alternative format. (braille, digital,

large print, etc.)

- Name badges are pre-printed in an ADA friendly font, with consideration to font size
- Good acoustics and a functioning auxiliary sound system

Accessible Environment: Yes  No

- Venue is free of harsh or strong smells (as fragrance free as possible)
- Presenters, participants, volunteers, etc. have been encouraged to be fragrance free or free of harsh or strong smells
- Venue has adequate heating or air conditioning

Accessible Time Frames: Yes  No

- Appropriate presentation lengths have been determined
- As appropriate, appropriate break times have been determined between session or within the presentation
- A break area has been determined to allow for stretching, moving around, or other stimulating activities

Other Considerations

- Identify toileting area for service animals: Yes  No
- Food locations are in walking distance of venue, as appropriate: Yes  No