

Hosting Inclusive Events: Organizers/Staff/Volunteer Training Checklist

- Appoint a point person for accessibility issues and list as contact on all materials
- Train staff/volunteers about accommodations, use of assistive devices, emergency procedures, and accessibility features of the venue and meeting/event
- Hold orientations for staff/volunteers on disability etiquette
 - Disability Etiquette Materials:
 - [Disability Etiquette Video](#). Length: 30 seconds
 - [Disability Awareness to Increase Your Comfort, Confidence, and Competence](#). Length: 27 minutes.
 - [Disability Etiquette Top 10 Tips](#). PDF
 - [United Spinal's Disability Etiquette Publication Offers Tips on Interacting With People With Disabilities](#). PDF
- Prior to the event, provide attendees with disabilities information related to accessibility features, location of meetings/events, and accommodations
- Do a walk-through of the venue a few days before and the day of the meeting/event
- Test all technical equipment when it arrives and the day of the meeting/event