EVENT PLANNER’S CHECKLIST

BEFORE THE EVENT

Accessible location and routes are chosen, including:
  • Parking
  • Presentation area
  • Entrance
  • Restrooms
  • Seating

Accessible seating/furniture arrangement.
ASL Interpreters and or CART captioners are scheduled, if requested.
The space has appropriate lighting.
If amplified sound, there is an Assistive Listening System and devices.
Event staff has been trained about accessibility and inclusion.
The accommodations statement is included on all marketing/registration materials.
Handouts are shared in advance electronically, if appropriate.
Videos are captioned.
Accessible transportation is provided (if appropriate).

DURING THE EVENT

Activities/presentations are accessible and inclusive.
Accessibility options/features are clearly marked with proper signage.
Inform guests that assistive listening devices are available (if applicable).
Videos are played with captions enabled.
Materials and handouts are available in accessible formats.

AFTER THE EVENT

Questions about access are included on any evaluations or assessments.
Reflect on any accessibility-related issues and how to design differently next time.
Consider sharing any feedback with the venue.