

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.