Event Design Checklist:
Building, Communicating, and Executing Inclusive Programming

Physical Environment - Selecting a Space

- ☐ Accessible entrance that is level with the street and which has no stairs leading to the door **or** wheelchair accessible ramp **or** <u>functional</u> elevator lift to access door (be sure to confirm that elevators are currently working and not undergoing maintenance)
- ☐ All rooms for event are accessible, either through stair-free access pathways **or** via a <u>functional</u> elevator
- ☐ Doorways & aisles throughout the space are at least 32 inches wide
- ☐ Bathrooms for all genders have a functional, accessible bathroom stall
- ☐ Bathrooms are accessible via a stair-free path of travel

Physical Environment - Event Build

- ☐ Accessible entrance is clearly marked
  Note: whenever possible, ensure all entrances are accessible. If there's only one entry point, ensure that it is accessible.
- ☐ Accessible entrance has an automatic/power-assisted door **or** is actively staffed by a volunteer or staff member
- ☐ Availability of accommodations, accessible entrance, accessible parking, etc., is communicated to **all** participants in advance of the event
- ☐ **If applicable,** ADA seating area is clearly marked and visible from the event entrance(s) and registration
- ☐ Clear paths of travel to and from the entrance, ADA seating area, restrooms, emergency exit, and any other functional venue areas (clutch, etc.)
- ☐ For events with 100+ attendees, microphone(s) available for all speaking program participants
  Note: this includes the use of a microphone for all audience participation (Q&A, etc.)
- ☐ **If an ASL interpreter is hired**, they are stationed onstage or on an elevated surface, placing them within clear sight lines to deaf and hard of hearing attendees
- ☐ **If food and/or beverages are being served,** ensure all items are marked with dietary specifications
  Example: "contains nuts", "dairy-free", "Kosher"

Physical Environment - Execution

- **If event necessitates pre-registration,** designated staff or volunteer point of contact is aware of and has access to all accessibility requests submitted.

- Designated staff or volunteer point of contact who is aware of venue and all available accommodations

- All additional support staff and volunteers are provided guidance for interacting with people who have requested accommodations & are provided with a direct line of communication to the designated staff or volunteer POC. Relevant guidance documents should be communicated via email to support staff and volunteers at least 48 hours in advance of the event.

Event Communications

- Language indicating instructions for requesting reasonable accommodations should be included at the bottom of every SAO approved poster, event communication, etc.

  Example: Should you like to request an accommodation to better access this event, please email SAO at SAO.nd.edu

- All images, including those on the SAO website, should include alternative text.

- <u>**All**</u> **RSVPed attendees** should receive universally designed logistics emails, including information about:

  - The location of accessible entrances
  - Instructions for directing day-of questions and requests to designated staff member or volunteer

- **Attendees who have requested accommodations via accessibility@** should receive a specific logistics email with arrival instructions. This <u>in addition</u> to initial follow-up from accessibility@.

  Example: You're receiving this email because you reached out with an accommodation request for the {EVENT} on {DATE}. Your name has been given to our check-in staff who will work to ensure you have everything you need to participate fully in our time together. When you arrive, please approach any staff or volunteer person. They will ensure your needs are being met.