



EVENT ACCESSIBILITY

GUIDING PRINCIPLES AND RECOMMENDATIONS:

26% of the American population identify as having a disability. Providing access and accessibility for people to fully experience and participate in events benefits everyone!

Consider asking, "Would EVERY person be able to maneuver through, socialize, participate in programming, eat/drink, etc. at this event?"

Accommodations should always be planned proactively, not as an afterthought or add-on. When access is considered at the end, people rarely receive what they need.

Access is not "one size fits all." It's important to provide overall access and options for individual requests.

ON-SITE/IN-PERSON EVENT ACCESSIBILITY CONSIDERATIONS:

- Layout/Seating
- Paths of Travel
- Signage
- Ramps/Elevator
- Spacing (i.e. tables and chairs)
- Staging/Lighting/Audio
- Restrooms
- Parking
- Hallways/doorways
- Captioning/ASL interpreters
- Hospitality/Registration
- Food & Beverage Access.

For more info contact:

JENNA GREENE

Resources and partnership
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PHYSICAL EVENT ACCESS:

- Provide clear signage in and around the event, including visual markings, symbols, pictures and signs to accessible/emergency exits and bathrooms.
- Ensure there are ADA-compliant ramps regulation (1 foot of ramp for every inch off the floor) and elevators.
- Consider using standard round tables with space for mobility devices – cabaret or banquet style.
- Provide open seating spaces at the end of rows.
- Use plain language on invitations and materials.
- Provide large print and/or digital options for blind/low vision participants.
- Ensure space for service animal relief.

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CAPTIONING/ASL INTERPRETERS:

- Even if you have interpreters, try to ensure any video/screens have captions or CART.
- Book services as early as possible.
- Indicate the type of event (i.e. conference, concert, panel/talkback) so appropriate interpreters are assigned.
- Send materials (i.e. scripts or lyrics) ahead of time.
- Ensure proper visibility to interpreters, including reserved seating.
- Captioning is NOT a substitute for interpreters. Include both.

SENSORY ACCESS:

- Use microphones.
- Control heating and A/C appropriately.
- Offer "quiet rooms" or sensory friendly area.
- Prohibit flash photography.

ADDITIONAL TIPS:

- Budget early! Build-in an accessibility line item for every event.
- Include an accommodations request form/email on invitations.
- Assign an Access Coordinator and/or outsource accessibility to support accommodations.
- Create a Accessibility/Help Desk for people to inquire about accessibility on-site.
- Develop a Welcome Packet with accessibility information.

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