cjp☸ Checklist for Planning an Accessible Event

Announcements and Invitations
☐ Do event announcements and publicity materials welcome people with disabilities and include information about the venue's accessibility features?
☐ Can participants request accommodations through a registration form or other mechanism?
☐ Does the person responding to requests know exactly what is and is not available?
☐ Where applicable, do event announcements identify the nearest accessible public transportation?

Parking and Pathways
☐ Are there accessible parking spaces near the accessible entrance? Are spaces clearly marked?
☐ Is there an accessible route from parking/drop-off to the entrance? Is the sidewalk at least 36" wide?

Entrance and doors
☐ Is there at least one accessible entrance into the building (no stairs or has ramp/lift & door is at least 32" of clear opening width). Does it have an automatic door opener or doorbell and someone assigned to respond?
☐ Do non-accessible entrances have signs with directions to the accessible entrance?

Public restrooms
☐ Do non-accessible restrooms have signs with directions to accessible restrooms?
☐ Do accessible restroom entrances and stall doors have at least 32" of clear opening width? Are there levered handles?
☐ Do accessible stalls have adequate maneuvering space? (5'x5' clear floor space.) Is toilet seat 17" to 19" above floor? Are grab bars at the side and back of the toilet at 33" to 36" above the floor?
☐ Does sink provide knee clearance of 29"? Are soap, towels and amenities located at or below 48"?

Meeting rooms
☐ Is there a clear, barrier free path that is at least 32" wide to the meeting room?
☐ If the meeting room is on an upper floor, is there are an elevator? Are the call buttons located at 42 inches or below?
☐ Do meeting room doors provide at least 32" clear width?
☐ Does meeting room have seating that can be moved to accommodate a wheelchair?
☐ If the area for presenters/meeting facilitators is raised, is it accessible via ramp or lift?

Emergency
☐ Are exits clearly identified and accessible? Do fire and emergency alarms have both audible and visual signals?

Other Accommodations
☐ Are there food options for those with dietary restrictions/food allergies?
☐ Are videos or other visual media captioned?
☐ Is an assistive listening system available? Will someone attending the meeting know how to operate the system?
☐ Can large print copies (18 pitch in bold) of all distributed materials be made available if requested?
☐ Will print copies of all information shown on a screen be available?