



INCLUSIVE CHECKLIST FOR EVENTS AND PROGRAMS

Thanks for planning an event for our *kehilla!* This checklist is provided to assist in the planning process. Please contact a member of the inclusion committee for more information or questions.

Identification of accommodation needs

Can participants request accommodations through a registration form or other mechanism?
Have presenters been asked if they need accommodations for equal access?

Flyers/Invitations

Are your graphics free of embedded text?
Is your flyer free of animated graphics?
Have you used simple fonts? (sans serif font if available)
Are fonts large enough? (18 point or larger is recommended)
Is the text simple?
Is there a contact number provided?
Does your text on a colored backdrop allow sufficient contrast?

Pre-registration

Is there information such as distance to parking, availability of transportation services, availability of food options for those with allergies provided?

Location

Does the registration area have a 36 inch high counter?
For individuals who are blind, are all accessible routes free of protruding objects
And do room signs have raised or Braille characters?
Is there a quiet space available?
Is there adequate lighting for persons with low vision, or if a sign language interpreter is needed?
Is the event wheelchair accessible?
Does the room have moveable seating to make room for a wheelchair or are there wheelchair spaces with companion seating?
Is there an accessible restroom should be within 200 feet of event location?
Is their elevator access if the event is on an upper floor?
Is the existing sound system is in good working order?

Emergency Planning

Are exits clearly identified and accessible?

Do fire and emergency alarms have both audible and visual signs?

Is there an evacuation plan for persons with disabilities?

Parking

Are there accessible parking spaces near the accessible entrance?

Is there an accessible route from parking/drop-off to the entrance? (recommended distance is not to exceed 200 feet)

Is the accessible path of travel paved with a level surface that is at least 36 inches wide?

Entrance

Is there an entrance that doesn't require the use of stairs?

Does the entrance door have an opening of at least 32 inches clear width?

Do non-accessible entrances have signs giving direction to accessible entrances?

Is there an automatic door, or is pull force on door five pounds or less?

Are sidewalks clear of debris, snow and ice?

Program Activities

If food or drinks are provided, are tables less than 34 inches high with all food and drinks within reach?

Are food options available for participants with dietary restrictions/allergies?

If an overnight stay is required, has the accessibility of guest rooms been assessed?

Is transportation provided for those with a need? Is it accessible to wheelchair users?

Program Materials

Have you arranged for handouts, surveys, program materials, etc. to be available in advance in alternative formats? Consider having materials on a flash drive at the event.

Is video content captioned?

Staff Awareness and Sensitivity

Are workers well informed about how to provide accommodations and how to best interact with participants?

Do staff know where the accessible restroom and water fountain are located?

Do staff know directions and drop off information?

Are staff prepared to offer assistance with seating or using amenities of the building?