

Event Accessibility Checklist

Why is accessibility important?

The Americans with Disabilities Act requires that Harper College provides access to programs and services to all qualified participants regardless of disability. Planning for your meeting or event to be accessible to as many people as possible is a great way to welcome a more diverse group of participants and show that your group values inclusivity. Considering accessibility in advance can prevent last-minute accommodation requests.

Advertising

- Consider utilizing multiple types of media that can be accessible to all students.
- Include an accessibility statement on all promotional or registration forms
- Clearly list on all signs, posters and event advertisements the contact information of the person who is responsible for accessibility issues (not just ADS!)
- If using “sandwich boards” or other standalone signs for advertising, please make sure they are not in the path of travel for individuals with mobility or sensory impairments.

Location

- Be aware of the physical accessibility of the building and specific rooms in which events are held as well as the accessibility of nearby restrooms. How will participants get from the parking lot to the event space, etc.?
- Note the presence/absence and locations of functioning elevators and unobstructed ramps
- Events held on grassy areas are not always wheelchair accessible
- Assure nearest restrooms are unlocked and accessible
- Locate seats for optimal viewing and listening
- Choose rooms with ramps to most, if not all, parts of the room
- Check that the elevators are in working order the day before and the day of the event
- Choose well-lit and easily accessible meeting rooms

Communication

- Sign language interpreter arrangements should be made in advance
- Videos to be used during the presentation should be captioned in advance
- Consider print alternatives, such as handouts in large print or electronically from a QR code or on a USB drive
- Reading out loud or summarizing important information on handouts is best practice
- Verbally describe any visual aids, including slides and handouts, used during the presentation
- Include the key points of any presentation on handouts or slides, preferably with large print and sharp, contrasting colors
- Provide a copy of the presentation materials well in advance to allow for preparation of alternative format versions (large print, USB drive, etc.)
- Post printed materials electronically, if possible, for reference after your event

Resources used:

Accessibility Checklist for University Events, University of Connecticut; Making a University Event Accessible, Cal State East Bay; Health and Disability Events 2017 - 2018

- Check for the needs of speakers or presenters with disabilities (e.g. ramping or podium requests, accessibility of microphone at the appropriate height, a reverse interpreter (for a Deaf presenter), sighted guide for a person with limited vision, etc.)

Event or Program

- Be welcoming; create opportunities for people to feel comfortable socially
- Introductions
- Make the extra effort to include someone who may not know others
- If food or drinks are provided, place the items close enough to the edge of the table that someone in a wheelchair can reach them
- Consider inclusive food choices and ingredients for participants with dietary restrictions/allergies
- If an off-site trip is planned, do an accessibility check for the external location

Additional:

[Captioning and Interpreter Requests](#) can be made online

Questions? Call ADS at 847-925-6266 or email us at ads@harpercollege.edu before your event. We would love to walk through an accessibility check with you!

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