

Event Accessibility Checklist – is your event accessible?

Hiram College strives in making all events accessible to everyone. The following accessibility list is a guide to assist you in making your event available to all persons with visible and invisible disabilities, people with allergies and/or chronic health conditions, and people of all ages.

| Step 1: Do you plan to advertise for the event? | Yes | No |
|---|--------------------------|--------------------------|
| Are your advertisements accessible – | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper version and electronic versions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Posted in accessible buildings? | <input type="checkbox"/> | <input type="checkbox"/> |
| Printed in large enough font to be easily read? | <input type="checkbox"/> | <input type="checkbox"/> |
| If emailed, is a description of the image included for screen reader users? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your advertisement include an accessibility clause - | <input type="checkbox"/> | <input type="checkbox"/> |
| Sample clause: Accommodation requests should be made by [specific date] to [email address of sponsoring department or club contact person] | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you able to suggest alternate options if you are unable to meet the initial request? (e.g. Live transcript in lieu of requested ASL interpreter) | <input type="checkbox"/> | <input type="checkbox"/> |
| Step 2: Is your event in a physically accessible space - | Yes | No |
| Is your building wheelchair accessible? Consider posting directional signage and/or including this information on your advertisement | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there accessible parking nearby? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your event on ground level or accessible by elevator? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there an enough room for wheelchair access and seating? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there an accessible bathroom? | <input type="checkbox"/> | <input type="checkbox"/> |
| Step 3: Will your event include a speaker or presentation - | Yes | No |
| Have you requested a microphone and/or sound system from Media Services (x5360) or H-Tech? The Event Planning Resource page and H-Tech form can be found at https://hiram.wufoo.com/forms/htech-services-contract-request-form/ | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a plan for Deaf or Hard of Hearing (HOH) accommodations? <i>See options below.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reserve front row seating for Deaf/HOH | <input type="checkbox"/> | <input type="checkbox"/> |
| Live transcription using the free Otter app (which can be found on the self-service app) provided on a central iPad | <input type="checkbox"/> | <input type="checkbox"/> |
| ASL interpreter (contact Events and Conferencing office Events@hiram.edu for this option) | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide printed copies of speaker’s presentation | <input type="checkbox"/> | <input type="checkbox"/> |

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|---|--------------------------|--------------------------|
| Step 4: Will you be showing movies or videos at your event - | Yes | No |
| Does the movie include closed captioning (CC) or subtitles? <i>Tech & Trek can help in finding an accessible copy</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| If showing a YouTube video, are the captions accurate? | <input type="checkbox"/> | <input type="checkbox"/> |
| Step 5: Will food be served at your event - | Yes | No |
| Are the ingredients of each dish clearly labeled? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a variety of options to accommodate dietary restrictions? <i>Common examples include vegan, vegetarian, gluten-free, nut-free, halal, kosher, soy-free, dairy-free, shellfish free</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Step 6: Does your event include interactive elements - | Yes | No |
| Do any games include accommodating elements? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exhibits/booths/tables spaced to accommodate wheelchair or crutch use? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are printed materials easy to read with clear fonts, large print, and viewable colors? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have written alternatives to spoken words? | <input type="checkbox"/> | <input type="checkbox"/> |
| Step 7: Does your event feature loud music or bright lights - | Yes | No |
| Should there be space set aside for attendees to remove themselves from the activity? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you include a warning about sound and/or lights on the promotional materials? | <input type="checkbox"/> | <input type="checkbox"/> |

As you plan, ask yourself –

Will our event be enjoyable for **everyone**? Can we make the event more comfortable?