

ACCESSIBLE EVENT CHECKLIST



All university-sponsored public meetings and events at the University of Tennessee, Knoxville, must be physically and programmatically accessible to individuals with disabilities. This checklist has been developed to assist event planners in ensuring meetings or events are accessible.

Event Name/Description: _____

Hosting Department: _____

Event Location/Address: _____

Event Organizer Name: _____

Event Organizer Phone: _____

Event Organizer Email: _____

Date & Time of Event: _____

On-Site Contact Name: _____

PROMOTIONAL AND REGISTRATION MATERIALS

- Access statement is included on promotional materials.
 - Access statement:
 - *“For questions or disability-related accommodations, please contact (event coordinator) at [phone] or [email] by [date]. Requests for accommodations can be addressed more effectively if submitted at least 10 days in advance.”*
- Check accessibility of the flier using [evaluation tools](#).
- Budget for reasonable accommodations.

COMMUNICATION AND DIGITAL ACCESS

- Access statement is included on promotional materials.
- Videos are accurately captioned (no use of auto-generated captions).
- Alternate formats of printed materials are available on request.
- If requested, audio descriptions of visual materials are available.
- If sign language interpreters or speech-to-text providers are requested, complete the form on EOA’s [website](#) to make a request at least two weeks prior to the event, but as much in advance as possible. Confirm sign language interpreters or speech-to-text providers will be provided prior to the event.
- At least two weeks prior to the event or as soon as possible, provide interpreters and speech-to-text providers with agendas, speeches, presentation outlines, PowerPoints, etc. so they can prepare to relay the information that will be presented.
- Ensure that the presenter, and any audience members who are speaking, have access to a microphone and use it during the event.

THE VENUE

- Accessible parking is nearby, or appropriate drop off areas are available. These options need to be advertised.
- There are accessible routes from the street to the event and all event activities.
- 36" wide path of travel to event space (32" for entryways).
- Accessible bathrooms are on the same floor or nearby.
- Seating reserved near the front for deaf consumers, if applicable.
- Ensure the stage has a ramp, if needed.

AMENITIES AND MEALS

- The event location is accessible for presenters and attendees.
- Space for sign language interpreters and/or speech-to-text providers is set.
- Offer and plan for alternate meals for individuals with food allergies and dietary restrictions.
- If food and beverages are served, follow the guidelines for accessibility (i.e. table height).

SEATING

- Wheelchair accessible seating, along with companion seating that allows a wheelchair-user to sit with friends or family, is provided during the event.
- Reserved seating for individuals who are Deaf and Hard of Hearing so that they have direct sightlines to the interpreters and the speaker. This information is communicated to the requester.
- For attendees who require it, there are multiple options for seating including seats without armrests, non-stadium style seating, etc.

EVENT SET-UP

- Complete an orientation for event staff that includes disability and accessibility as a topic. Include information on service providers that will attend, accessible restrooms, parking and emergency exits.
- On the day of the event, check the automatic doors to see if they are working appropriately. If they are not, consider another option such as a person stationed by the door to open it for attendees.

EMERGENCY PREPAREDNESS

- Exits are clearly identified and accessible.
- Fire and emergency alarms have both audible and visual signals.
- For individuals that may require more assistance, have clearly identified areas of refuge.
- Prior to the start of a meeting or event, describe location of restrooms and emergency exits.