



Check List for Planning Accessible Events

Event Planning
<input type="checkbox"/> Is information about the event accessible to a broad range of participants (including website information)?
<input type="checkbox"/> Can participants request accommodations through a registration form or other mechanism?
<input type="checkbox"/> Have funds been allocated in the budget to cover the cost of accommodations?
<input type="checkbox"/> Have presenters been asked if they need accommodations for equal access?
<input type="checkbox"/> Have presenters been informed of ways to make presentations accessible to audience?
<input type="checkbox"/> Are food options available for participants with dietary restrictions/allergies?
<input type="checkbox"/> Is the staff knowledgeable about communicating with people with various disabilities?

Parking and Pathways
<input type="checkbox"/> Are there accessible parking spaces near the accessible entrance? Are spaces clearly marked with the international symbol of accessibility? Are the spaces and access aisles 8 feet wide? Are the access aisles marked with "No Parking" signs?
<input type="checkbox"/> Is there an accessible route from parking/drop-off to the entrance? (Recommended distance not to exceed 200 feet.). Is the sidewalk from the parking lot a minimum of 36" wide?
<input type="checkbox"/> Is the accessible path of travel a paved and level surface, ?

Entrance and doors
<input type="checkbox"/> Is at least one of the primary entrances accessible (if there are stairs, there must also be a ramp or lift)?
<input type="checkbox"/> Does the entrance door have opening of at least 32 inches of clear width?
<input type="checkbox"/> Do non-accessible entrances have signs giving directions to the accessible entrance?
<input type="checkbox"/> Is there an automatic door or is pull force on door five pounds or less?

Public Areas
<input type="checkbox"/> Does the registration area have a 36 inch counter?
<input type="checkbox"/> Are all accessible routes free of protruding objects?
<input type="checkbox"/> If event is on an upper floor, is there an elevator?
<input type="checkbox"/> Do room signs have raised or Braille characters?

Public restrooms
<input type="checkbox"/> Are restrooms located along an accessible route of travel?
<input type="checkbox"/> Does signage at inaccessible rest rooms direct people to accessible restrooms?
<input type="checkbox"/> Does the door to restroom provide a minimum of 32 inches of clear opening width?

<input type="checkbox"/> Does the restroom door have levered handles?
<input type="checkbox"/> Is there an accessible toilet stall (5' x 5' clear floor space)? Is toilet seat 17 to 19 inches above floor? Are there grab bars at the side and back of the toilet at 33" to 36" above the floor?
<input type="checkbox"/> Is the door to the accessible stall at least 32" wide and swing outward?
<input type="checkbox"/> Does the sink provide knee clearance of 29 inches? Are soap, paper towel dispenser and amenities located at or below 48 inches?

Meeting rooms
<input type="checkbox"/> Are meeting rooms on accessible route of travel?
<input type="checkbox"/> Do the doors provide at least 32 inches clear width?
<input type="checkbox"/> Is there a clear pathway through the room (at least 36" wide).
<input type="checkbox"/> Is the stage or elevated area wheelchair accessible?
<input type="checkbox"/> Is there an assistive listening system available?
<input type="checkbox"/> Does the room have movable seating to make room for a wheelchair?
<input type="checkbox"/> Is there adequate lighting for persons with low vision or if a sign language interpreter is needed?

Meeting Activities
<input type="checkbox"/> If food or drinks are provided, are tables less than 34" high with all food and drinks within reach?
<input type="checkbox"/> If an off-site trip is planned, is accessible transportation arranged?
<input type="checkbox"/> If an overnight stay is required, has the accessibility of guest rooms been assessed?
<input type="checkbox"/> If participants are moving around campus, have transportation options been arranged?
<input type="checkbox"/> Is video content captioned?

Emergency Planning
<input type="checkbox"/> Are exits clearly identified and accessible?
<input type="checkbox"/> Do fire and emergency alarms have both audible and visual signals?
<input type="checkbox"/> Is there an evacuation plan for persons with disabilities?

Considerations for conference activities or participants free time
<input type="checkbox"/> Recreation rooms
<input type="checkbox"/> Restaurants

For more information on planning accessible events visit:
<http://www.cornell.edu/disability/events/>