



Accessibility Event Checklist

Clemson University is committed to providing a positive working and learning environment that fosters respect and equitable treatment. It is our policy not to discriminate against qualified individuals with disabilities in regard to employment, educational programs and activities, admissions and financial aid. Please see CU's [Notice of Non-Discrimination](#)

Event Planning Items to Consider:

- Remember that accommodations can cost money, and the organizer of the event is responsible for providing them. Incorporate this into your planning and remember to budget accordingly.
- On all flyers, social media, websites, advertisements, registration and application materials associated with the event, please include the event coordinator's contact information including name, phone number, and email address and provide appropriate space for attendees to request accommodations
Ex. "For individuals requiring accommodations, please contact: name, phone number, email address as early as possible prior to the event to help ensure availability"
- Check with the presenter(s) to determine if they require accommodations and to ensure their videos and materials follow accessible guidelines.
- Be mindful that attendees may need additional time to move between rooms or sessions when planning the logistics and timeframe of the event. Depending on the length of your event, you may also want to provide breaks for all attendees.
- Service animals may be in attendance with their handler.
- If there is a registration table, it should be no higher than 36".
- All videos presented should be captioned and tailored to requested accommodations.

What to do After Obtaining Accommodation Information?

- Designate who is responsible for receiving accommodation requests.
- Follow up with the requestor to confirm the details of what is needed.
- Ensure all requests are completed and/or addressed appropriately.

Remember: Individuals with disabilities are diverse and have diverse accommodation needs.

Section One: Informational Environment

	Yes	No	N/A
All flyers, social media, websites, advertisements, registration and application materials associated with the event include the event coordinator’s contact information (name, phone number, and email address) and appropriate space for attendees to request accommodations, such as: <i>“For individuals requiring accommodations, please contact (name, phone number, email address) as early as possible prior to the event to help ensure availability”.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All event publications state they are available in alternate formats upon request and include the event coordinator’s contact information, such as: <i>“This publication is available in alternate formats upon request. Please contact (name, phone number, and email)”.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using online registration or an RSVP form, ensure compatibility with screen readers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications and materials are provided in alternate media when requested (for example: braille, large print, audiotapes, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All marketing materials posted online should use a <i>Sans Serif</i> font (for example: Arial, Calibri, Tahoma) size 14 or larger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide ASL (American Sign Language) interpreters or CART (Computer Assisted Real-Time Translation) for all events that are open to the public when registration is not required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All videos/films are shown with closed or open captions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint slides, exhibit posters, and all presentation materials follow accessible guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Assistive listening devices (ALD) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about the event is accessible to a broad range of participants through multiple mediums (for example: the CU event calendar, social media, flyers, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a schematic drawing of room layout to event staff for accurate setup. Indicate wheelchair accessible seating, have chairs removed intermittently for integrated seating, location(s) of ASL interpreters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Two: Attitudinal Environment

	Yes	No	N/A
An inclusive environment has been provided to assure full participation and integration of all individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Always use person-first language when speaking to or referring to persons with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenters, facilitators, speakers, etc., should introduce themselves to attendees and face the audience when speaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the same considerations in this checklist for post-event activities, off site trips, overnight stays, or for moving around campus to residence halls, restaurants, recreation rooms, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Three: Physical Environments

Event Location:	Yes	No	N/A
Event should be scheduled in an accessible location with directional signage to all event or meeting locations. Accessibility requirements should be checked for all areas, which may include: elevators, entrances, parking, restrooms, and seating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits are clearly identified and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that requested accommodations are provided prior to the start of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider accessibility in seating to ensure access (for example, near the interpreter; in the front for those with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Event Location:	Yes	No	N/A
sensory disabilities; wheelchair space and companion seating dispersed in multiple locations).			
If a stage or platform is used by attendees, be sure it is accessible and on an accessible route. Provide a temporary ramp or portable wheelchair lift if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays or exhibits are positioned to provide an accessible route to navigate within the space. Consider if alternate formats of display or exhibit information are needed and are available for attendees with sensory disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is located in wheelchair accessible areas and most frequently used materials are placed on lower shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check equipment before beginning event to make sure it is working properly. Create an alternative plan to be implemented in case technical difficulties occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a microphone or other device is needed for attendee participation, ensure the device is accessible and can be operated with only one hand and should not require tight grasping, pinching, or turning of the wrist, if possible. Devices and assistance should be provided to attendees, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure there is adequate lighting for persons with low vision and for attendees when ASL interpreting is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking and Transportation:	Yes	No	N/A
If nearby parking is available, accessible spaces for parking are included and located on an accessible route. Provide multiple options if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If transportation is provided, it is accessible and includes an accessible route from the transportation stop to the building or entrance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Food and/or Drink Are Provided:	Yes	No	N/A
Be mindful of restricted diets and allergies. Provide attendees with the opportunity to request alternate options. Have ingredients and nutrition facts available to inform decisions, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Food and/or Drink Are Provided:

	Yes	No	N/A
Ensure tables are less than 34” high and items are within reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include additional space for individuals using wheelchairs, if using banquet style seating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-service items must be reachable from a seated position with accessible operating mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For definitions and additional information please review the **Accessibility Checklist for University Events Appendix**.

For questions or assistance, event planners may contact:

Priscilla R. Harrison, University ADA Coordinator
Office of Access and Equity
223A Brackett Hall, Clemson University 864-656-3553
prscih@clemson.edu

This checklist and other resources can be found on [Clemson University's Web Accessibility Portal](https://www.clemson.edu/accessibility) (<https://www.clemson.edu/accessibility>).

* Adopted from University of Connecticut Accessibility Checklist for Events, 2018



Accessibility Event Checklist for University Events Appendix

Accessible Location:

When scheduling an event, ensure the location is completely accessible to individuals with disabilities, which includes **elevators, entrances, parking, restrooms, and seating.**

❖ **Elevators:**

If the event is on an upper floor, there should be an accessible elevator.

❖ **Entrances:**

At least one of the primary entrances should be accessible and located on an accessible route of travel. Non-accessible entrances should have directional signage to the accessible entrance. If there are stairs, there should also be a ramp or wheelchair lift.

Considerations:

- Ensure one of the primary entrances is accessible and automatic door opener(s) are working.
- Pull force on interior doors cannot be more than 5 lbs. and exterior doors cannot exceed 8.5 lbs. Otherwise, assistance with heavy doors will be needed.
- All doors should have an opening of at least 32" of clear width.
- Room signs with raised or Braille characters should be given first preference when selecting event location.

- #### ❖ **Parking:** Parking spaces should be set-aside for individuals with disabilities. Questions or concerns about accessible parking near your meeting or event or additional information can be obtained by contacting Parking and Transportation Services at (864) 656-2270.

Considerations:

- Ensure the accessible parking spaces are located near the accessible entrance(s) of the event.
 - Check that spaces are clearly marked with the International Symbol of Accessibility.
 - There should be an accessible route from parking/drop-off to the event's accessible entrance (recommended distance is not to exceed 200').
- ❖ **Restrooms:** Restrooms should be located along an accessible route and contain accessible features (for example, grab bars in bathroom stalls, wide bathroom stalls, etc.). Also, include directional signage at inaccessible restrooms to direct individuals to accessible restrooms. For portable restrooms, the toilets and sinks should meet state and federal requirements for accessibility, be dispersed among the various locations on a level area located on an accessible route and surface, and have at least one at every location. Note: This information is provided for situations where the general public is utilizing outdoor portable toilets, but should never be the accessible toilet option if the general public is using indoor toilets.
- ❖ **Seating:** If seating is provided, accessible seating should be set aside for individuals requested accommodations. Ensure seats are situated so that individuals with physical or sensory disabilities can view the meeting or event over seated and/or standing participants and are situated with direct view to the stage or presentation and/or the interpreter.

Considerations:

- If the area or space is large, include signs to indicate the accessible seating areas with the International Symbol of Accessibility.
- If tables are provided for the event, each table should maintain appropriate knee space that is a minimum of 27" high, 30" wide, and 19" deep knee space with the tabletop no higher than 34".
- Please see the suggested number of accessible seats needed for events and remember to provide adjacent seating for companions:

1 to 25 = 1 seat
26 to 50 = 2 seats
51 to 300 = 4 seats
301 to 500 = 6 seats
Over 500 = 6 seats (plus 1 additional space for each increase of 100)

Accessible Route:

Ensure a continuous, unobstructed path of travel exists from the street to the event or meeting. Interior accessible routes may include: corridors, floors, ramps, elevators, lifts, and clear floor space from any fixtures. Exterior accessible routes may include: parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Considerations:

- As part of the accessible route, provide a clear pathway through room/corridor (at least 36" wide) and be mindful of hazards to individuals who are blind or visually impaired.
- Clear any objects (for example: plant branches or public art) that overhang less than 80" from the floor surface or wall, and post mounted or freestanding objects that protrude 4" or more between 27" and 80" above the floor or ground.
- Consider creating an accessible route when positioning displays and exhibits.
- Routes should be on firm, level, stable, and slip-resistant surfaces (for example: concrete, asphalt, wood, carpet), and not be on inaccessible surfaces (for example: grass, wood chips, or sand).
- If there is barricading, fencing, or crowd control, ensure they are placed so they include an accessible route.

Alternate Format of Materials:

Individuals may require print materials to be available in larger fonts (Sans Serif font in size 18 or larger) or in an electronic format.

Assistive Listening Device (ALD):

A device that takes a signal from a microphone or public address system and sends it to a personal amplification system.

Captioning:

Video or film program that has subtitles reflecting the content of the spoken or descriptive material being presented.

Considerations:

- **Real-Time:** Captions, composed of text, provide access to content delivered by spoken words and sounds. Real-time captions, or Computer Assisted Real-Time Translation (CART), are created as an event takes place. Real-time captioning can be used for programs that do not have written scripts, such as: lectures, classes, and meetings.
- **Closed:** Text is displayed, typically used as transcription of the audio portion of a program as it occurs, sometimes including descriptions of non-speech elements. "Closed" indicates that the captions are not visible until activated by the viewer, usually by a menu option.
- **"Open" Captioning:** Captions are visible to all viewers.

Dais:

Any fixed or mobile public speaking location. If this includes a table or podium, it should not be higher than 34", on which a microphone could be placed.

Considerations:

- If microphone is provided for public participation, the microphone cable should be long enough to serve accessible seating areas or a wireless unit should be provided.
- If dais is fixed and on a stage, it should be accessible by means of a ramp, wheelchair lift, or portable wheelchair lift or ramp.

Directional Signage:

All public events should have signage to direct the public to the location. Include the International Symbol of Accessibility on all signage. If the main route to the meeting or event is not accessible, you should provide direction signage to and along the accessible route.

Displays and Exhibits:

For individuals with sensory disabilities (e.g., low vision, deaf, blind), there are alternatives that provide equivalent information in a manner that is appropriate to the program material. Some suggested formats include:

- Titles and narratives in a Sans Serif font (e.g., Arial, Calibri, Tahoma) size 14 or larger
- Audio descriptions of visual materials
- Tactile replicas of art objects
- Captioning of video or film presentations
- Trained staff available to provide descriptions

Portable Wheelchair Lift or Ramp:

This is a lift or ramp that is not built into the existing building or structure and should be made available for an event or meeting if the location does not have a ramp.

Sign Language Interpreter:

A person who is trained in translating between a spoken and signed language. For more information, please call the Office of Access and Equity at 864-656-3553.

Special Dietary Considerations:

When food is served at an event, it is recommended that individuals have the opportunity to request food that meets those restrictions that are related to their disability (for example: those who have food allergies, or on sodium-free or fat-restricted diets, etc.)

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