

**City of Bloomington
Council for Community Accessibility**

Accessible and Inclusive Events Checklist

While not all of these items will be relevant to every event, we recommend making your event as inclusive as possible to ensure that as many people as possible are able to participate.

If you have any questions, comments, or concerns about this checklist or about staying in compliance with the Americans with Disabilities Act (ADA), please contact cca@bloomington.in.gov. For more information about the ADA, you can also contact the Great Lakes ADA Center at 800-949-4232 or adagreatlakes.org/WebForms/ContactUs.

If you would like this checklist in an alternative format, please email cca@bloomington.in.gov. To download the most recent accessible PDF version with hyperlinks, visit bloomington.in.gov/cca.

This checklist was adapted from the University of Michigan's Office of Diversity, Equity, and Inclusion Accessible and Inclusive Events Checklist.

Scheduling

- Consider the needs of your intended audience when selecting times for your event.
- Consider the availability of [public transportation](#), including [BT Access](#), when selecting times for your event.
- Avoid leaving the concluding time of your event open-ended, unless the event is styled for attendees to come and go freely. This allows attendees to plan transportation in advance.
- Ensure that events do not conflict with major religious holidays, and note that some holidays affect a certain time of day (for instance, Jewish holidays start at sundown).

Marketing

- Use a variety of media (emails, flyers, websites, social media) to promote the event.
- Ensure that all digital marketing materials are accessible. For example, always include a plain-text version of all important information in the body of the email or social media post.
- Ensure that all physical marketing materials use a large, clear, high-contrast font and are easy to read.
- Consider creating marketing materials in languages other than English, depending on your intended audience.
- Provide event information, schedule, and accommodation information well in advance of the event.
- For events with many tables, booths, or activities, consider making a venue layout available so attendees can plan their route to areas of interest.
- Include what kinds of accommodations will be available. Describe the event and event space so that attendees know what additional accommodations to request.

- Include accommodation statements in all communication materials. These brief statements express your commitment to accessibility and your willingness to make accommodations as well as invite potential guests to contact you with questions or requests.
- Provide an easy and, when possible, anonymous way to request accessibility features.
- Allow sufficient time in your communications for participants to request accommodations and for those accommodations to be scheduled.

Event Space

- Ensure accessible parking.
- Consider whether there is a point close to the entrance for BT Access or other vehicles to drop off and pick up attendees.
- Ensure accessible buildings and entrances with features such as ramps and power-assisted doors.
- Ensure access to wheelchair accessible and gender-neutral restrooms.
- Ensure access to a private, quiet space for breastfeeding, prayer, or sensory needs.
- If relevant to your event space, include room numbers in event information, such as “the quiet space is in room 119” or “the presentation will be in room 1B.”
- When possible, host events on ground floors. If using other floors is necessary, ensure the presence of working, up-to-date elevators.
- Check whether event spaces are labeled in Braille.
- If entry doors are not equipped with automatic openers, consider propping them open.
- Ensure that furniture is set up in a way that allows wheelchair users space to move easily.
- Check to ensure that speakers have access to the presentation area (for example, ensure that a stage has a ramp).
- Consider using an event space or venue that has been awarded an AccessAbility decal. If given sufficient notice, the CCA Accessibility Committee may be able to survey a potential venue or space.
- Especially for outdoor events and festivals, consider having one or more wheelchairs available to assist attendees. The [Mobility Aids Lending Library \(MALL\)](#) can loan these mobility aids if given sufficient notice, typically of at least several weeks.

In-Person Events

- When possible, identify one or more on-site staff members to provide personal assistance. Clearly identify them with large, typed name tags and encourage them to offer help. Ensure that these staff members are ready to assist all guests (for example, through [Dementia Friendly Business Training](#)) and that they are aware of available accessibility options and accommodations.
- During the event, indicate the location of the nearest accessible/gender-neutral restrooms and other relevant areas.
- Clearly communicate emergency protocols. Ensure that all emergency protocols accommodate for people with limited mobility or other disabilities.
- Ensure clear signage.

- Provide name tags for attendees.
- Schedule breaks at least every two hours, and emphasize that people can step out whenever they need to.
- Consider recommending that an event be fragrance-free to accommodate those with scent allergies.
- For performances, screenings, exhibits, etc., consider providing audio description services for attendees.
- Provide Personal Care Assistants with free tickets and ensure that they are seated next to the guest that they are assisting. Ensure that they are accounted for in the catering.
- Provide attendees with service animals with a seat at the end of an aisle or a seat that otherwise allows room for the service animal.

Food and Drink

- Do not serve common allergens such as nuts.
- List every ingredient for any food and drink being served in large print, including factory exposures. Consider providing menu information electronically in advance.
- Consider providing menu information in languages other than English, depending on your intended audience.
- Ensure there are clearly labeled Kosher/Halal options available.
- Ensure there are clearly labeled gluten-free options available.
- Ensure there are clearly labeled vegetarian and vegan options available.
- Ensure all food and beverages are either individually packed or adequately separated to avoid cross-contamination.
- Ensure that straws are available where beverages are being served.
- When serving alcoholic beverages, ensure that water and non-alcoholic beverages are equally available.
- Ensure that all items on self-service buffets can be reached from a wheelchair height.

Microphones, Sound, Captions, and ASL Interpretation

- Ensure that there are enough working microphones for all speakers, including audience participants. Ensure that everyone uses the microphone at all times.
- For meetings and events, use automated captions unless ASL interpretation is requested.
- Give participants at least one week to request ASL interpretation and offer a clear way to do so. Ensure that you have ample time to procure ASL interpretation services.
- Research ASL providers and their policies. Some ASL providers require two interpreters who trade off if a meeting is longer than 90 minutes.
- When possible, give ASL interpreters the names of anyone speaking and any jargon or terms specific to the topic ahead of time.
- The [Southern Indiana Center for Independent Living \(SICIL\)](#) maintains a list of certified interpreters in Indiana that can be referenced upon request.

Event Materials

- Ensure all materials are accessible. Use a large, clear font with high contrast. Include visuals and use plain language. Avoid overly technical language if the event is intended for a general audience.
- Consider providing event materials in languages other than English, depending on your intended audience.
- Whether the event is in-person, hybrid, or fully virtual, make digital versions of materials and slides available ahead of time for those who may use screen readers to access them. Ensure that images have alt text descriptions included.
- Whether the event is in-person, hybrid, or fully virtual, ensure that presenters explain visual content on slides and read all text aloud. Assume that some attendees cannot see the slides.

Hybrid/Virtual Components

- Test technology to ensure that virtual attendees receive clear audio and visual streaming from both presenters and audience participants, if applicable.
- Allow all audience members to participate equally, regardless of whether they are attending in person or virtually.
- Any visual aids presented in the in-person space should also be available virtually through screen sharing. These visual aids should additionally be available for download in advance, as screen reading tools cannot interpret screen shared material.
- Ensure that automatic captioning is set up and running correctly.
- Present and follow etiquette for virtual meetings, including muting while not speaking.
- Encourage participants to turn their camera on while speaking, if possible, to provide other attendees the possibility of lip reading.
- Consider offering virtual attendance and/or posted recordings of all events to give everyone equal opportunity to attend.