

Event Accessibility Checklist

Accessible Entrance

Does the main entrance require the use of stairs?

- Add a ramp or lift if possible.
- Verify an alternative, accessible route is available, if possible.
- Contact the Office of Academic Accessibility (OAA) to discuss accessibility of campus buildings, or other available options. Accessibility information for various campus locations is available at the [Mobility and Physical Access](#) section.

Are there accessible parking spaces and curb cuts in drop-off areas available near the accessible entrance?

- Contact Parking and Transportation Services to discuss potential difficulties with parking, as well as the possibility of providing additional accessible parking temporarily or installing a curb cut.
- Relocate the program, or contact the OAA to discuss other ideas.

Are there appropriate signs directing attendees to accessible entrances?

- Create and post directional signs throughout the event space and accessible routes.
- Relocate the program, or contact the OAA to discuss other ideas.

Usability of Restrooms

Is there at least 1 fully accessible male and female restroom or 1 accessible unisex restroom on each floor of your event?

- Create and post appropriate signs directing attendees to accessible restrooms if they do not already exist.
- Reconfigure a restroom or combine restrooms to create one unisex restroom, if possible.
- If there are accessible and non-accessible restrooms ensure there is signage directing users to the accessible option.
- Relocate the program, or contact the OAA to discuss other ideas.

Meeting Rooms

If the location for your event or program has multiple floors, is there an accessible elevator to all meeting rooms?

- Ensure there is a working elevator to access the various floors and rooms.
- Ensure there is signage indicating where the elevator is located. Relocate program or contact the OAA to discuss other ideas.

Is the meeting room accessible for presenters and participants? Can participants navigate easily within the space?

- If the space is not tiered and the furniture is moveable, reconfigure the space to allow for more room.
- Ensure all pathways and isles in the room are a minimum of 36 inches wide and enlarge them if needed.
- Ensure the podium/lectern is accessible for both presenters and attendees. Relocate the program or contact the OAA to discuss other ideas.

Publicity and Invitations for Your Event

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Is promotional literature for the event accessible to a broad range of participants (including web information)?

- Post additional publicity materials in an accessible format. Information on how to convert and create accessible materials is available at accessibility.unca.edu/resources.
- Contact Media Relations Resources to discuss additional ways in which you could publicize your event.

Does your publicity/invitation contain information regarding requests for accommodations?

- If no, be sure to include a statement about how a person can obtain accommodations for the program, such as,
 - "If you need an accommodation to fully participate in this event, please contact _____ at least one week in advance." Be sure to include the name and contact information for the designated event staff person.

Accommodation Requests from Participants

Has a staff member been assigned to ensure that accommodation arrangements are handled appropriately?

- Designate one staff member to handle all accommodation requests. This person can be the liaison to the OAA to discuss possible options for accommodations.

Has a participant requested an assisted listening system?

- Contact the OAA to determine where to obtain an assisted listening device.
- If the event is taking place in the Kimmel Arena, contact (TBA).
- If the event is taking place in Highsmith Student Union, contact Silke Crombie or Dr. Jill Moffitt.
- If the event is taking place in the Reuter Center, contact Leanna Preston.

Has a participant requested a sign language interpreter or live captioning?

- Contact the OAA for assistance with scheduling an interpreter for your program.

Has a participant requested handout materials in an alternate format?

- To learn about creating accessible documents or e-texts refer to accessibility.unca.edu/resources.
- If a video or video clip is part of the program, ensure videos are equipped with captions for participants.
- Even if no request for closed captioning has been made display captions when showing video materials.
- When purchasing or renting AV materials, request one with closed caption capability.
- If a captioned video is not available or for requests about audio descriptions for those with vision loss contact Teaching and Learning with Technology (TLTR) to discuss options.