Event Accessibility Checklist
Prepared by Elizabeth Ralston Consulting, LLC

When you host an event, you can expect that people with disabilities will attend. Disabilities can be apparent – for example wheelchairs or canes – and they can be non-apparent – for example hearing, vision, PTSD, anxiety, autism, and other neurodiverse conditions. The overall goal is to make your event as welcoming and inclusive to people of all abilities and backgrounds. Achieving this goal requires preparation in advance of the event, attention to accessibility at the event, and reflection after the event. This checklist provides concrete steps for these three stages.

EXPECTED ATTENDEES: ☐ General public (all types of people)
People with ☐ Vision disabilities ☐ Hearing disabilities ☐ Physical disabilities ☐ Cognitive disabilities ☐ English Language Learners (ELL)/Limited English Proficiency (LEP) ☐ ID as neurodiverse ☐ Other

ACCESSIBILITY/INCLUSION GOALS FOR THIS EVENT: (list here)

DONE	ACTIVITY	TIMING	OWNER	NOTES
Before the event				
☐	Do a **site visit** to map out accessibility considerations, e.g. way-finding of space, pathways for wheelchairs, and entrypoints, etc.	At start		
☐	Define **expected audience** as specifically as you can to anticipate accessibility needs	At start		
☐	Develop **accessibility recommendations** based on expected audience, registration needs, and technology capabilities	At start		
☐	Engage **partner organization(s)** in accessibility recommendations as a way to educate others about accessibility	At start		
☐	Designate **accessibility point person** for the program (note: all event staff are responsible for accessibility, but one person is the brain trust)	At start		
☐	Convene **Disability Advisory Group**	At start		
☐	Create an **accessibility budget**	At start		
☐	Create an accessibility **sponsorship package**	At start		
☐	Obtain **set lists** from the bands, so interpreters and captioner can prepare and scripts of songs can be provided to attendees	4 weeks in advance		Start working with the band managers way in advance to get set lists
☐	**Arrange for Access Providers:** ASL interpreters, other Language Interpreters, and captioners, audio describers	Way in advance!		
☐	Provide **Training and Guidelines** on accessibility and working with people with disabilities to presenters, volunteers, and event staff	4 weeks in advance		
☐	If using videos, arrange for them **to be captioned** (best if available in advance)	4 weeks in advance		
☐	If using videos, arrange for them **to be audio described.** Easiest to do it while creating the video	4 weeks in advance		

DONE	ACTIVITY	TIMING	OWNER	NOTES
☐	Develop a marketing plan which **includes accessibility elements** ☐ Accessible website with access offerings info ☐ Map with access symbols ☐ Outreach to disability organizations about accessibility offerings ☐ Outreach to other community organizations ☐ Alt-text for images in social media, mailings or emails ☐ Captioning and Audio description for all videos ☐ Potential ASL interpreter embedded in videos ☐ Sensory map and/or map with access symbols ☐ Advance communication with guests: Know Before You Go document, contact information to request accommodations or learn more about offerings (Ph # and email)	Way in advance!		Website should have a simple URL
☐	Provide any documents in **large print and braille**	2 weeks in advance		
☐	**Send materials** to access providers ahead of time (e.g. song lyrics, names of performers, etc)	2 weeks in advance		
☐	Consider **sightlines** to ASL interpreter, captioning screens, seating for people who need to sit close to speaker/stage/screens, and wheelchair seating at tables	2 months in advance		
☐	Recruit **access volunteers**	2 months in advance		

DONE	ACTIVITY	TIMING	OWNER	NOTES
During the event				
☐	Emcee announces accessibility offerings for event	During intros	Emcee	
☐	All speakers/singers use a microphone	When speaking/ singing	All speakers/ singers	
☐	Access providers have a point person (s) to connect with	The whole event	Point person	

DONE	ACTIVITY	TIMING	OWNER	NOTES
After the event				
☐	**Invite feedback via a survey** from attendees to find out about their access experience so you can improve for next time	Within 2 weeks		
☐	**Debrief** with your event production team, including captioner and ASL interpreters and volunteers	Within 2 weeks		
☐	**Summarize** lessons learned and integrate them into your planning documents for next time.	Within 2 weeks		