

Event Accessibility Planner

Name of Event: _____

Date: _____

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


SECTION 1: EVENT CONSIDERATIONS

Physical Barriers	
1. Transportation to event	
1a. Are there accessible parking areas? Including larger ADA parking?	
1b. Are there accessible passenger loading and drop off zones?	
1c. Are there transit stops at the entrance that connect with an accessible pathway?	
1d. Is there a marked accessible pathway between transit/parking/drop off to the venue? Are there temporary curb ramps? Is this pathway available by map form digitally or printed?	
2. At the Event	
2a. Are courtesy wheelchairs provided? Where are they located?	
2b. Are pathways accessible to wheelchair proportions? (at least 30" wide, with 60" diameter for turning space) If grass, will there be a way for wheelchairs to move easily? (e.g. mats)	
2c. Is there a designated and private accessibility entrance? How do people learn about it? Note: it can be multipurpose- used for VIPs, crew, performers, families	
2d. Is festival information available to guests in multiple forms (large print, audio via QR code, ASL videos, printed braille)?	
2e. Are all circulation paths clear from protruding and overhanging objects?	
2f. Do all ropes or wires for tents or temporary structures have a detectable element as a warning device? See https://lighthouseguild.org/news/detectable-warning-surfaces-and-their-importance-to-pedestrians-everywhere/	

2g. Are there accessible bathrooms and do they have clear signage?	
2h. Are there changing tables/private bathrooms available for adults and caregivers?	
2i. Are drinking water stations accessible?	
2j. Is food vending and concessions accessible (e.g. counters are a reachable height)? Does it include seating?	
2k. Is there designated accessible seating near the front? Are there flexible seating options, companion seating, and shade options?	For wheelchairs, deaf/blind/low vision folks
2l. Describe the additional seats that are equipped with folding or removable armrests.	
2li. How many of these seats are there?	
2lii. What is the policy if a wheelchair-user arrives at the event and does not have a wheelchair accessible seat?	
2m. Are there designated quiet areas that guests can visit for a sensory break?	
2n. If indoors, describe the lighting inside the space. Is there enough lighting for people to find their way, but not too glaring for people who have sensory issues?	

Communications

1. Website Accessibility	
1a. Is it easy for people to find accessibility information on the website? E.g. Is it on the home page?	
1b. Does your website list a schedule of events and what accessibility accommodations are available?	
1c. Is alt-text or image descriptions used throughout?	
1d. Are all videos on the website captioned or audio described?	
1e. How far in advance are accessibility offerings communicated about the event?	
2. Requesting an Accommodation	
2a. Does your website include contact information (phone number & email) for requesting or inquiring about accommodations?	
2b. Is there someone dedicated to checking the accommodation request email/voicemails regularly?	

2c. Is the process for requesting accommodations clear? How much notice does your organization require?	
2d. Is your policy on support persons and service animals clearly stated?	
3. Marketing Platforms	
3a. Do your social media posts about events/programs include captions and alt text/image description in the photo caption?	
3b. Do your posts about events/programs include information about available accommodations?	
3c. Does your marketing plan include multiple channels, like radio, TV, websites, print, email, and other media types?	
3d. Which disability communities do you specifically market or conduct outreach to regarding programs/events?	
3e. Where do you market that the event/program is accessible? Who gets this information? How far in advance of the event/program is this information communicated?	
4. On Site Communications	
4a. Is there a system for providing paper and pens or whiteboards located in strategic places so visitors can communicate with you if needed?	
4b. Do hired interpreters or captioners know where to check in and where to go for their job?	
4c. Does the venue map include ADA accessible areas? Information booth? Accessible seating, bathrooms, etc? Low sensory/quiet areas?	
4d. Is there signage for accessible parking areas, passenger drop offs, transit stops, accessible entrances, information booth, bathrooms, etc. that are large enough to be read from a distance, include the international symbol of accessibility, and are high contrast? Are things well labeled?	
4e. Do the volunteers know about accessibility offerings and know where to direct guests to obtain information? What access roles do they have? Are there volunteers monitoring seating areas or at information booth who are aware of offerings?	
4f. Is there an accessible route and appropriate signage (such as the symbol for Hearing Loop, right) to help people find where to pick up accessibility tools (e.g. assistive listening devices, sensory kits, etc.)?	
4g. Is there a designated person to go to for access information during the event?	

4h. Is there an accessibility tent/booth on site? What resources are at the tent/information booth? Are there taxi numbers in case disabled guests need a way home?	
5. Public Relations	
5a. Have you ever had a formal or informal complaint from a visitor with a disability? If yes, what did you do to turn this situation into a positive development for future/current events?	
5b. Is there a clear system for guests to submit a complaint and clear timeline for response?	
5c. Do you have a straightforward way to ask guests to provide feedback on getting their accommodations met by the festival?	
5d. Can disabled guests receive ticket discounts or special ticket access?	

SECTION 2: ACCESSIBILITY CONSIDERATIONS

Deaf or Hard of Hearing	
1. Describe your process to provide sign language interpretation at events on a scheduled basis.	
1a. How many interpreters do you engage?	
1b. What strategy do you use for requesting interpreters? <ul style="list-style-type: none"> <input type="radio"/> Upon request for performances where an interpreter was not scheduled in advance. How much notice does your organization request? <input type="radio"/> Your organization provides interpreters on a regular basis regardless of request. How often are services used? 	
2. Describe the process for providing captioning for events on a scheduled basis.	
2a. How often do you provide captioning?	
2b. What strategy do you use for requesting captioners: <ul style="list-style-type: none"> <input type="radio"/> Upon request for performances where a captioner was not scheduled in advance: How much notice does your organization require? How often is captioning requested? <input type="radio"/> Your organization provides captioning on a regular basis regardless of request. How often are services used? 	

<p>2c. What method does your organization use for captioning?</p> <ul style="list-style-type: none"> <input type="radio"/> Projected on a large pull down screen or flat screen TV <input type="radio"/> Projected on an LED device mounted on a stand on the stage <input type="radio"/> Hand-held devices (e.g. gala pro or through WiFi on smart device like an IPad) <input type="radio"/> Device mounted on seat or on floor in front of seat <input type="radio"/> Dedicated streaming link people can use on their smart devices <input type="radio"/> Other: 	
3. Describe the assistive listening systems/devices available for visitors who are deaf or hard of hearing.	
3a. Are the system/devices available for all performances?	
<p>3b. How is sound amplified for your performances?</p> <ul style="list-style-type: none"> <input type="radio"/> Loop system <input type="radio"/> Microphones <input type="radio"/> PA system <input type="radio"/> Other: 	
4. Do you offer scripts for your performances?	

Blind/low-vision

1. Describe the audio description strategies for people who are blind or low vision.	
1a. Is audio description available for all events or programs?	
2. Are there sighted guides/volunteers on site to assist people who are blind/low-vision?	
<p>3. Name the alternate formats of written materials you provide.</p> <ul style="list-style-type: none"> <input type="radio"/> Braille? <input type="radio"/> Large print? <input type="radio"/> Accessible electronic formats which can be emailed to visitors prior to the event? 	

Physical mobility

1. List your wheelchair seating locations.	
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1a. Describe the route to access these locations. (Make sure to avoid any steps, steep ramps, narrow hallways, etc.).	
1b. Are these locations dispersed throughout different seating areas?	
2. Are the pathways clear of obstructions and ramps installed to create a smooth pathway outside and inside the event?	
3. On walkways, is there enough space for wheelchair users to turn around?	
4. Do any grates or grills on the ground have any openings wider than ½"? If so, they can pose a hazard for canes, crutch tips, white canes.	
5. Is carpet directly on the walkway paths? Thick rugs or loose knit rugs can pose a hazard.	
6. Are elevators and wheelchair lifts operating correctly?	

Neurodiversity

1. What resources for neurodiverse people do you have at the event/program?	
2. Is a social narrative or a sensory map provided for visitors who need them?	
3. List the quiet places/separate spaces available to anyone who needs them?	
4. Do you have a sensory kit, including fidgets, ear plugs, and other items? Where is that located? How do you communicate about the existence of these tools?	

Sources:

Chicago Cultural Accessibility Consortium; British Council via Kennedy Center; Andrea Kovich, Studio Pacifica; National Endowment for the Arts; Metropolitan Regional Arts Council (Minnesota); Great Plains ADA Center; Smithsonian; Accessibility Directorate of Ontario; ADA National Network.