

**PLANNING WITH PURPOSE: ACCESSIBILITY FROM THE START: A PRACTICAL GUIDE TO INCLUSIVE  
EVENT PLANNING**

**Levitt Network Training**

March 10, 2026

**WORKSHOP NOTES AND PLANNING SHEET**

<b>WARM UP</b>
What are your organization's strengths when incorporating accessibility into events?
<b>DEFINING ACCESSIBILITY</b>
What is accessibility as it pertains to events? And why should we prioritize it?
<b>BARRIERS AND OPPORTUNITIES</b>
What barriers would you encounter at an event?

<b>PLANNING FOR ACCESSIBILITY</b>
a. Do you have buy-in at the organizational level? Who are your partners and what kind of training/support do you have? What is your budget?
b. Who is your audience? Who typically attends your events?
c. What questions about accessibility should you ask during the planning process?
d. What are your accessibility goals? Think about the accessibility offerings you want to have. E.g. ASL interpreter, quiet space, map with access symbols, ADA viewing platforms, etc.

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e. What information do you have about the event site?
f. Who can be part of your accessibility team? Who can be part of the disability advisory group?
g. List the communications pieces you will use to get the word out about the event's accessibility offerings
h. What information will you include in a "Know before you go" communication piece?
i. Who will you do outreach to? What disability groups are missing from your audience?
j. What roles will you assign to which people for this event? Who will you need to train?
k. How will you get feedback? What opportunities will you take to improve for next time?
<b>OTHER NOTES:</b>