EVENT PLANNER'S CHECKLIST

OUR APPROACH:

Salt Lake Community College promotes a progressive and proactive approach to campus accessibility. We strive for our campus experiences to be universally designed, usable by all people to the greatest extent possible, without the need for individual modifications. Identifying and removing barriers to access throughout the event planning process results in inclusive and welcoming experiences for our diverse campus community.

Please remember that accommodations can cost money, and the organizer of the event is responsible for providing them. Incorporate this into your planning and remember to budget accordingly. If you need assistance with estimating accommodation costs in your budget, please contact the DRC or employee ADA coordinator.

MEDIA:

- Please include the following statement on any published materials: Individuals who require ADA accommodations for this event should contact _____(event organizer name, phone, email) or the college ADA coordinator, (name, phone, email) five business days before the scheduled event.
- Ensure that social media posts use image descriptions for blind users
- Use clear fonts such as Arial or Times New Roman
- If the event will have ASL Interpreters or CART captioners, provide them with any handouts, PowerPoints, and other materials at least two business days in advance so they have ample opportunity to prepare
- Consider using 14+ font size for advertisements both online and hard copies
- If food is a part of the event include options in the registration (e.g., gluten-free, vegetarian)
- Include a reminder that the event will be considered scent free

PRESENTATION:

- ASL interpreters/CART captioners have been requested
- All video/media is captioned in advance
- Live-streamed events should have captioning
- Captioning should be displayed on the main/presentation screen whenever possible
- Handouts have been shared in advance electronically
- Enlarged copies of handouts are available—at least 18+ font
- Presentations avoid the use of strobe lighting, as this may trigger effects of a neurological disability

PUBLIC SPACE:

- Consider accessible parking and drop off areas. A paved and flat route to and from the main entrance, as well as any outdoor spaces (no gravel, uneven surfaces, curbs, stairs).
- An accessible room layout, including wheelchair accessible seating so that wheelchair users can sit with friends and participate in event activities.
- Space for 1-2 American Sign Language Interpreters (ASL) and/or CART (Communication Access Real-time Translation) Captioners. Interpreters should be in front near the speaker so deaf individuals can have an unobstructed view of speaker and visuals.
- Space for a service animal to rest during presentations
  - Service dogs are welcome on campus and they do not have to be identified by a vest, nor does the individual have to show any certification.
  - You may only ask two questions:
    - Is the dog a service animal required because of a disability?
    - What work or task has the dog been trained to perform?
- Adequate space for service animals and /or wheelchair maneuverability, approximately 3-5 ft. wide aisles/routes.
- Accessible restrooms (indicated with signage).
- Appropriate lighting for the space. Dark enough to see video and bright enough to see a speaker and the ASL interpreter.
- The room is declared scent-free
- A lactation room is identified, and signage posted
- Gender neutral bathrooms available
- Tabletops are no higher than 34"
- Fire and emergency signals have both audio and visual signals
- If a stage or platform is used, be sure it is accessible and provide a temporary ramp or portable wheelchair lift if needed.
- Identify areas of refuge for individuals who may require rescue assistance.