

## Tips for an Accessible Event

When making your event accessible for individuals with disabilities, you will find that it will make it more pleasure for all who are in attendance.

<p>Site Selection</p>	<p>Use a checklist during your venue selection process. An accessible venue will have the following...</p> <ul style="list-style-type: none"> <li>○ Chose a location that is on the bus line</li> <li>○ Have an elevator – if the event is on the second floor or higher.</li> <li>○ Ramp should be in the front of the building so the person does not have to go to the back of the building to get in.</li> <li>○ Handicap parking accessibility</li> <li>○ Curb cuts allowing person to easily navigate from bus to sidewalk into building/space</li> <li>○ Powered doors</li> <li>○ Wide enough hallways to navigate (for wheelchairs)</li> <li>○ The selected room for the event should be as close to the front door as possible.</li> <li>○ Restroom should be close to the main event room.</li> <li>○ Selected room should be well lit and void of extra noises, like the loading dock or next to another room that may have an event taking place.</li> </ul>
<p>Interpreter and/or translator Services</p>	<p>Sign language interpreter that is at the front of the room. If they can be projected up onto a big screen, that is perfect. If you ask in advance if anyone needs an interpreter and there is not one requested, you are not obligated to have one available. Translator can be hired through Deaf and Hard of Hearing Services. The need a script of the show's agenda and if possible, a script of the speakers' notes</p> <p>Possibly Spanish interpreter.</p> <p>Closed caption if presenter is being displayed on screen during event. There is a program called CART for this and someone would need to be hired to run it.</p> <p>There is equipment available that enables documents to be enlarged for easier reading. These are not common machines but you can ask if the facility has these available.</p>
<p>Personal Care Attendant (PCA)</p>	<p>This person could assist attendees with getting to the bathroom, helping cut up their food, feeding them if needed. Often people will have their own and you can ask in the invitation to let you know if/when a PCA is needed.</p> <p>Think about how the attendee will notify the PCA if services are requested. It's often simply announced at the beginning that if anyone needs the service of a</p>

	Personal Care Attendant, they will be sitting at table ___ (point at the area of the room where they are located)___.
Seating	Have designated area for accessible seating. For instance, if you are putting on a concert or having an event at a baseball stadium you will want to make sure you have an area where individuals with wheelchairs can go and enjoy the show. Try to have this area in an open and accessible location but often, this is very segregated from the rest of the crowd. If everyone can be close to one another, that is great!
	If tables and chairs are setup for an event, they need to: <ul style="list-style-type: none"> <li>▪ Have 3ft/36 inches in between each table</li> <li>▪ Leave open space at table for person with wheelchair to easily get into without having to move chairs.</li> </ul>
Food	Ask during registration if any dietary requirements are needed. Best option is to let them type in their requirements.
Unscented Attendees	Scented lotions and perfumes often trigger migraines, and post-traumatic stress disorders in people. Request that your attendees are scent free when they attend. If people do not have unscented shampoo and soap, that is understandable. They can simply not spray on their perfume or cologne.
Printed Documents	<p>If there is are menu options, an agenda, notes that are distributed, please make sure they are in large font. 14 font, Ariel or Verdana.</p> <p>Powerpoints should be on white background with black font or color contrasts which make it easier to read. More information about this topic if you contact Christine at Disability Advocates <a href="mailto:Christine.m@dakc.us">Christine.m@dakc.us</a></p> <p>If emailing the presentation to attendees before the event, be sure to put them into pdf documents so readers and read the information.</p> <p>There is a program called CART which will type out the words of the speakers onto a large screen so people can read them.</p>
Stage	<p>If your speaker happens to use a mobility device, be sure there is a ramp that leads up to the stage.</p> <p>Some people may not be able to hold a microphone so be sure to have lapel mics available.</p> <p>The podium is something to consider. If someone sits in a mobility device, often the podium is too high so it needs to be adjustable and have the ability to go low enough for someone to see over it. Or, you can have a shorter table up on stage that acts as the podium.</p>