# EVENT ACCESSIBILITY CHECKLIST

Adapted and Used with Permission by Cornell University’s Division of Human Resources.

Please contact the Disability Resources Office at 607-753-2967 or [disability.resources@cortland.edu](mailto:disability.resources@cortland.edu) with any questions.

1. **Check Venue in Advance to Ensure Suitability**

**VISIBILITY: CONSIDER THOSE WITH IMPAIRED SIGHT**

Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; projection screen visible from all seating (if using projection).

**ACOUSTICS: CONSIDER THOSE WHO ARE HARD OF HEARING OR DEAF**

Public address (PA) system; roving microphone; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices; a well-lit space for an interpreter if needed.

**MOBILITY: CONSIDER THOSE WHO MAY BE IN A WHEELCHAIR OR HAVE OTHER MOBILITY IMPAIRMENTS**

Accessible parking near venue; proximity to bus stop; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate; no loose cables across walking areas.

**TECHNOLOGY: CONSIDER THOSE WHO MAY NEED TO USE ADAPTIVE DEVICES**

Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space or work surface.

**SERVICE ANIMALS: CONSIDER ACCESS AND SPACE FOR SERVICE ANIMALS**

Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby.

1. **Publicize Event Appropriately**

**INCLUDE ACCOMMODATION STATEMENT IN ALL PUBLICITY**

Checkbox

Since SUNY Cortland is an Affirmative Action and Equal Opportunity Employer, it is required by federal and state laws to announce equal opportunity and reasonable accommodations policies on all publications and notices. Reasonable accommodations can include, but are not limited to:

* Captioning (can be provided on video sites, including YouTube and should be captioned in advance)
* Reserved front row seating (or seating closest to where the presenter will be)
* Large print
* Advance copy of slides to be projected
* Wheelchair access
* Scent-free room
* Dietary needs list

You may use the following statement on publicity materials: *To ensure that all campus community members can fully participate in this program, please contact (insert main contact person for event/program) for questions about accessibility and/or to request accommodations.*

**ENSURE ELECTRONIC PUBLICITY IS ACCESSIBLE**

Some basic guidelines include the following:

* To ensure screenreader accessibility any text presented in an image should be offered as text elsewhere. Images should include alt text.
* Videos promoting the event should be captioned.
* Check the Marketing Office’s [Social Media Best Practices](http://www2.cortland.edu/offices/publications/communication-guide/web-site-guide/) to ensure social media posts are accessible.

**PRESENTATIONS**

In advance of the event, ensure that presenters are aware of our commitment to disability-inclusive meetings, and ask them to prepare and deliver their presentations with accessibility in mind.

* Submit materials in advance so that they can be forwarded to those who may not be able to view at a distance
* Verbally describe visual materials (e.g. slides, charts, pictures, etc.)
* Have printed copies available (in larger font) or offer to prepare these for the presenter
* Avoid using small print on presentations that can’t be seen from a distance
* Ensure speakers (including those asking questions) always use a microphone
* Activate captions on any video used in the presentation
* Encourage hourly breaks
* Organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms)

1. **At Event**

**DESIGNATE**

At larger events or events with scheduled accommodations, designate someone to be responsible for accommodations as well as help with seating, ensuring captioning, microphones, and other technology is working, maintaining clear pathways, etc.

**Q&A**

Make sure to repeat questions posted by audience before responding, especially if there is not a roving microphone available. Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into one.

**FOOD**

Clearly indicate allergens and gluten-free, vegan, vegetarian, or other options.