Accessible Programming Checklist

❖ Before the Event

☐ Select an accessible location for the event (ramps, wide doorways, ample seating, reconfigurable seating, bright lighting, nearby accessible parking, clear space to navigate around the room)

☐ Ensure pathways to the event are accessible

☐ Include a statement that explains how to request accommodations in pre-event publicity materials

☐ Utilize variety of formats for publicity (print, social media, accessible web flyers)

☐ Be mindful when choosing fonts for publicity materials (WebAIM.org is a good resource to help with readability of typefaces and fonts)

❖ The Day of the Event

☐ Provide information about restrooms, accessible seating, and paths of travel

☐ Consider designating some seating for disabled attendees

☐ Ensure speakers, including the audience if appropriate, use a microphone when speaking

☐ Use captions if video clips will be utilized

☐ Ensure that all people, including those with disabilities, will be able to participate in all aspects of the event

☐ Ensure that any and all visual material can be verbally described by the speaker (graphs, charts, images, etc)

☐ Provide, if resources permit, some large print copies of any physical handouts

☐ Provide straws if serving beverages

❖ After the Event

☐ Arrange for any surveys or follow-up materials to be available in multiple formats

If you have any questions, please contact the Office of Disability Access
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