

DISABILITY INCLUSION

Event Planning Checklist

Planning and creating inclusive events advances the ideal of disability inclusion and strengthens our community. With the goal of making all event guests feel welcome, the **Event Planning Checklist** can be a reference to ensure all individuals with disabilities can fully participate.

For more Disability Inclusion resources, visit shalomdc.org/disabilityinclusion.

COMMUNICATION

- Input:** Involve individuals with disabilities to help plan and lead programs.
- Inclusion Statement:** Add a general inclusion statement online and on all printed material.
- Accessible Event:** Include a statement that the event is accessible; that accommodations will be provided, that the venue is physically accessible, and if the venue is metro accessible.
- Accommodation Requests:** Include an email (e.g., inclusion@organizationname.org) and a phone number for individuals to request and ask questions about accommodations.
- Contact Information:** List and ask all who submit events on shared calendars to list who to contact for accommodations.
- Registration Options:** Provide alternative registration options (email, telephone and online).
- Staff Training:** Train greeters in disability etiquette; offer help to all and respect that everyone is an expert of their own needs.
- Print/Digital Material Accessibility:** Use alt-text, closed captioning, images that highlight inclusion for any online marketing materials.
- Attendee Request:** Add a request for attendees to be scent-free (allergy to scents is a disability under the ADA).
- Event/Program Disclosures:** Disclose any plans to use flash photography, strobe lights, theatrical fog, scents, etc.
- Individual Outreach:** Reach out to anyone requesting accommodations to confirm their attendance, provide contact info for their point of contact, and clarify any unclear requests.

ACCOMMODATION OFFERINGS

- Offer preferential seating (aisle, front, near an exit)
- Seating for someone who uses wheelchair.
- Seating or complimentary tickets for a personal assistant or caregiver.
- Designate a staff point of contact for anyone requesting accommodations. (Can be one person for multiple individuals.)
- Share program materials in advance; electronic copies of materials.
- Additional information about location, room set up, agenda and presentation style.
- Support during transitions
- A buddy, to help ease first time attendance or to provide informal ongoing support.
- ASL interpretation (Request should be made at least two weeks prior.)
- Notetaker or copy of meeting notes.
- Captioning (for online meetings)
- Large print
- Dietary needs (kosher, dairy-free, vegan, gluten-free)
- Service animal
- Provide details for other needs: _____

For more information or questions, email inclusion@shalomdc.org.

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VENUE CONSIDERATIONS

- ❑ **Site Visit:** A site visit in advance to determine whether barriers to accessibility exist, how they will be addressed and if familiar venues are undergoing modifications.
- ❑ **Parking & Transportation:** Availability of parking, shuttles, and public transportation
- ❑ **Venue Accessibility:** Accessible entrances, interior doorways, elevators, restrooms, drinking fountains, barrier-free paths to travel around the event.
- ❑ **Registration:** Registration at a height accessible by wheelchair/scooters
- ❑ **Technology & Equipment:** Ensure that the venue can provide hearing loop, microphones, screens, etc.
- ❑ **Signage:** Clear signage including location of accessible bathrooms, entrances, exits, etc.
- ❑ **Space Considerations:** Allow for extra room capacity and table space to accommodate wheelchairs and assistance animals, including in banquet/reception/meal areas (seating should be integrated with regular seating)
- ❑ **Seating:** Make sure those requiring an interpreter have a clear line of sight. Add seating for cocktail hour and/or receptions as needed
- ❑ **Food:** For buffets, have servers available to assist. Indicate allergen/dietary information on cards by food.
- ❑ **Room Accommodations:** Ensure a quiet room/space and build break times into the schedule for longer events. For overnight events/conferences, reserve accessible, appropriately equipped sleeping rooms.

EXPECTATIONS FOR PRESENTERS

- ❑ **Presenter/Speaker Needs:** Check for the needs of speakers or presenters with disabilities.
- ❑ **Attendee Needs:** Expect that individuals with both hidden and visual disabilities will attend the event, let presenters know of any specific accommodation requests.
- ❑ **Materials:** All handouts and presentations, should be submitted in advance with the understanding the materials may be sent as an accommodation.
- ❑ **Videos:** All videos need to be close captioned, pictures, graphs, charts need alt-text and verbally described.
- ❑ **Microphones:** Presenters should use a microphone at all times, a roving microphone should be used for audience questions/participation. Repeat the questions asked by participants.
- ❑ **ASL Interpretation:** When working with an interpreter, please see below:
 - Address the participant, not the interpreter. Ask deaf participant what you can do to improve their language access.
 - Deaf participants need a clear line of sight to the interpreters and the speakers.
 - Interpreters often work in pairs. There is no need to stop speaking or wait when one interpreter is taking over for the other.
 - Using a microphone helps the interpreter hear the presentation.
 - Reserve seats for interpreters.
 - Share material with the interpreters ahead of time, especially any non-English words.
 - Speak naturally; speak slowly and clearly as you would for any presentation, there is no need to significantly slow down or insert long pauses.

ADDITIONAL CONSIDERATIONS

- ❑ **Budget:** Ensure the budget accounts for additional accommodation needs (e.g., ASL interpreter)
- ❑ **Staffing:** Have 1-2 staff members “on call” to support individuals as needed
- ❑ **Evacuation Plan:** Establish an emergency evacuation plan to involve individuals with disabilities.
- ❑ **Language:** Use language that recognize different abilities such as “stand if you are able”.
- ❑ **Survey:** Post-event, ask about accessibility, and if specific accommodation(s) were satisfactory.