

Americans with Disabilities (ADA) Event Checklist

Physical Access

- Accessible building, facility or location.
 - Accessible bathrooms.
 - Accessible sanolet(s) or port-a-potty(s).
 - "Accessible Symbol" added to all public notices.

- Reserved seating for people with disabilities.
 - # of wheelchair accessible seating locations – equivalent to 2% of total seating available.

- Accessible Parking Available.

- Accessible Walkway or Path to event or service.

- Access to RTD Bus line.

- Accessible Audio for Visually Impaired.

Deaf Access

- Sign language interpreter has been reserved.
 - "Sign language interpreter will be provided" added to public notices.

- Sign language interpreter provided *upon request*.
 - "Sign language interpreter provided upon request, three business days notice" along with contact information added to public notices.

- Reserved seating for people who are deaf, in view of the interpreter.

- A place for interpreter to sit/stand has been designated.

- Alternative lighting provided for interpreter if there is a lights-out portion to the program.

- News release sent to the Deaf community via editor@coloradodeaf.com.

- Real-time captioning, Assisted Listening Device provided upon request.

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The Denver Commission for People with Disabilities (DCPD) mission is to provide full access to all facilities owned and operated by the City and County of Denver.

Please complete & submit this **ADA Checklist** to the DCPD staff (720.913.8450 Ph, 720.913.8470 Fax) at least three days prior to a scheduled event. We will review the checklist, conduct inspections of event location, and provide a written assessment regarding our findings.

Usually our DCPD assessment finds ADA compliant environments; however, if we find there is not an accessible environment present, we will work with the perspective department(s) to help bring the environment into compliance. Please remember that it is a Civil Right of all persons with disabilities to fully attend, participate in, and have access to, City events, programs and services.

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