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.

Eric D. Dennis  ADA City Inspector
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