



Disability Access Event Planning Checklist

In conjunction with this checklist, contact your agency's Americans with Disabilities Act (ADA) Coordinator to ensure structural and communication barriers are removed to provide full access to your public event.

EVENT PLANNING

- Identify and clearly mark the accessible parking (must be on the closest pathway from parking to entrance).
- Identify the accessible pathway from the parking to the entrance.
- Identify and clearly mark the accessible entrance.
- Identify and clearly mark the accessible restrooms. An accessible restroom must consist of an entry door of at least 32 inches and be equipped with at least one large accessible stall.
- Designate an accessible seating area. The designated accessible seating area is at least 2% of the total seating available.
- Reserve a designated section for deaf/hard of hearing audience members in line of sight of the interpreter. This designated section can be combined with the accessible seating area.
- For events without any designated seating, provide a single camera that will always be on the interpreter, projecting the interpreter onto the big screens/Jumbotrons being used during the event.
- Determine placement of sign language interpreter(s) and/or Communication Access Real-time Translation (CART) provider for open captioning.
- Plan lighting so that the interpreter remains well-lit throughout the event and can be continually seen by deaf/hard of hearing audience members.

PUBLICITY

- Include an access statement on publicity materials (printed or online) indicating who individuals with disabilities should contact to request an accommodation.