

# ADA

# Event Checklist

Make your events accessible to **everyone**.

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## Event Planning

Please contact the Denver Division of Disability Rights and Office of Sign Language Services to begin planning the logistics of these events at least 3 weeks in advance or as soon as possible.

- 1 **Identify and clearly mark** the accessible parking (must be on the closest pathway from parking to entrance) and/or **identify** accessible public transportation routes.
  - 2 **Identify** the accessible pathway from the parking to the entrance.
  - 3 **Identify and clearly mark** the accessible entrance.
  - 4 **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.
  - 5 **Designate** an accessible seating area (at least 2% of the total seating available).
  - 6 **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.
  - 7 For events without any designated seating, **provide** a single camera that will always be on the interpreter, projected onto the big screens during the event.
  - 8 **Determine placement** of sign language interpreter(s) and/or Communication Access Real-time Translation (CART) provider for open captioning.
  - 9 **Plan lighting** so that the interpreter remains well-lit throughout the event and can be continually seen by deaf/hard of hearing audience members.
  - 10 **Ensure your contact information and accessibility specifics are available** in any event communications so attendees can reach out for any questions, concerns, or accommodations.
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## Event Publicity

All publicity materials should include the following accessibility statement:

-  If you need a sign language interpreter or CART services, please contact **[SignLanguageServices@denvergov.org](mailto:SignLanguageServices@denvergov.org) with at least a three (3) business day notice**. If you need to make other disability-related accommodation requests or have any questions, **please email [DisabilityAccess@denvergov.org](mailto:DisabilityAccess@denvergov.org)**.
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## Tips to Maximize Accessibility

- 1 Use Google's wheelchair accessible route feature to ensure your event will be accessible for individuals using public transportation or those who are not driving.
- 2 Provide an accommodation checklist in your event RSVP to show that people with disabilities are welcome and that you will work to best accommodate them.
- 3 Zoom meetings are an option if your event cannot take place in person. Ensure your online meetings are accessible: [bit.ly/ZoomAccessGuide](https://bit.ly/ZoomAccessGuide).
- 4 Service animals are always welcome. Resource: [bit.ly/ServiceAnimalGuide](https://bit.ly/ServiceAnimalGuide).
- 5 If a symbol for access is utilized on publications (not required), the only symbol that should be used is the International Symbol for Access (ISA). If used, it should only be included after DDR has confirmed that it is an accessible event.



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## Human Rights and Community Partnerships

The Denver Division of Disability Rights (DDR) and Office of Sign Language Services (DOSLS) are housed in the Agency for Human Rights and Community Partnerships (HRCP). The Executive Director for HRCP is Derek Okubo.

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides people with disabilities equal access to employment, state and local government programs, goods and services. The **Denver Division of Disability Rights** coordinates the City and County of Denver's efforts to ensure compliance with Titles II and III of the ADA. Our role is to ensure that all City services and programs are accessible to people with disabilities. DDR also investigates complaints of alleged discrimination on the basis of disability filed locally or federally under the ADA.

Director: Aisha Rousseau, Ph.D., CRC  
Contact: [DisabilityAccess@denvergov.org](mailto:DisabilityAccess@denvergov.org) | 720-913-8485

The **Denver Office of Sign Language Services** works with Denver City and County agencies to ensure federally mandated access for deaf and hard of hearing people to our government programs, services and events by providing sign language interpreters, open captioning via Communication Access Realtime Translation (CART), and assistive listening devices for sound amplification.

Director: Lorrie Kosinski, CI, CT, SC:L  
Contact: [SignLanguageServices@denvergov.org](mailto:SignLanguageServices@denvergov.org) | 720-913-8487 | 720-458-8486 VP

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**No one accommodation fits all. Please ask your participants how you can best provide access.**

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