Are you planning an event?

ACCESSIBLE EVENTS CHECKLIST

Disclaimer: While it may not be possible to meet every criterion, groups should strive to meet as many as possible or feasible for the event.

1 EVENT ADVERTISEMENT:

- **Make flyers and posters easy to read and obtain information**
  - Focus information on the who, what, where, and when
    Ex. Use simple colors instead of bright contrasting, use plain/clear language *(Click links #1-2 on QR code)*

- **For social media posts, always provide image and video descriptions**
  (Click link #3 on QR code)

- **Include plaintext versions of emails alongside HTML versions**
  - Plaintext contains only text—no images, stylized fonts, or hyperlinks
  - Screen Readers and other software have difficulty translating HTML formats

2 EVENT STRUCTURE:

- **Include breaks in long events**
  Ex. Have a 10 min break for events that last longer than one hour

- **Stick to advertised schedules**

- **If able, avoid scheduling events later in the evening**

- **Do not just copy and paste the ADA disclaimer onto advertisements and forget about it. If students reach out about an accommodation, make sure it is met.**

3 FOOD/DRINKS:

- **Consider any allergies**
  - Include labels for those with allergies
  - Include gluten-free and vegan options whenever possible
  - Avoid promoting homemade foods, as allergen-free due to the potential for cross contamination

- **Gluten free (@glutenfreescu on Instagram)**
  - If possible, include certified gluten free foods in packaging (so that the labels may clearly be read) to prevent risk of cross contamination
  - If gluten free foods are not able to be provided, alert the attendees prior to the event so that those who need gluten free foods can come prepared

4 EVENT ENVIRONMENT:

- **Have furniture spread out and make sure wheelchair users are a meaningful part of the conversation**

- **If the event includes many loud noises, have quiet spaces for people who are prone to overstimulation**

- **Use microphones when feasible**
  - Club advisors or faculty can complete the Event Request form (Click link #4 on QR code) for media equipment ie. microphones prior to their events

- **Include captions whenever possible during presentations or videos**
    Ex. Use subtitles and provide transcripts for videos (Click links #5-6 on QR code)

5 AFTER THE EVENT

- **In feedback surveys, leave a space for guests to voice if accommodations were met and incorporate feedback into future events**
    Ex. At check-in or events with barcodes that link to Google Forms, add another question stating, "Were there any ways that our event could have been more inclusive and accommodating for individuals with disabilities?"

Want to learn more about how these accommodations can benefit you and your peers? Scan the QR code for additional information on ableism!

For additional guidance, DM SCU's Office of Accessible Education
@scuoae on Instagram