

# Accessible Events Checklist\*:

Creating disability inclusive events starts with intentional planning. This checklist outlines key considerations for building accessibility into every stage of the attendee experience- from registration to post-event follow-up.

## Before the Event:

### Planning & Communication

- Start with the brief: ensure all team members, vendors, and partners know that accessibility is a requirement across all stages of the attendee journey.
- Nominate an accessibility ambassador for the event.
- Involve individuals with disabilities in the planning process to ensure a range of perspectives.
- Include an accessibility statement and a clear way to request accommodations in invitations and registration forms.
- Proactively ask speakers and presenters about any accommodation needs.
- Ensure registration forms are screen reader-friendly and mobile accessible.

### Venue & Physical Accessibility (for in-person events)

- Confirm the venue is wheelchair accessible, including entrances, restrooms, stages, and seating.
- Provide clear signage with large, high-contrast text.
- Offer reserved seating for individuals with disabilities, including companions and interpreters.
- Ensure service animals are welcome.

### Virtual Accessibility (for online or hybrid events)

- Use accessible virtual platforms that support screen readers, keyboard navigation, and closed captioning.
- Provide live captioning (CART) and ASL interpretation during the event.
- Ensure slide decks and shared materials are accessible (alt text, high contrast, large fonts).
- Conduct tech checks in advance and share clear instructions for attendees.

### Communication Access

- Share speaker materials in advance in accessible formats (e.g., accessible PDFs or Word documents).
- Ask presenters to verbally describe visuals and read any on-screen text aloud.
- Remind speakers to pace their delivery to support captioning and interpretation.
- Avoid flashing or fast-moving visuals or sound effects that could be harmful or distracting.

## During the Event:

### Attendee Experience

- Designate a clear contact for accessibility-related questions before and during the event.
- Provide sensory-friendly or quiet spaces at in-person events.
- Provide multiple ways for attendees to engage (e.g., chat, polls, post-event feedback).
- Respect accommodation requests and communicate clearly about what can be provided.

## After the Event:

### Accessibility

- Share materials (slides, recordings, transcripts) in accessible formats.
- Invite feedback and use responses to improve future events.

