Event Planning Accessibility Checklist

Use this checklist when planning any event to help create an inclusive, welcoming, and accessible experience for all attendees. Adapted from the Planning Accessible Events guide.

1. BEFORE YOU BEGIN

- [ ] Define the purpose and audience of the event
- [ ] Set an accessibility budget (captioning, interpreters, printed materials, etc.)
- [ ] Choose a date that does not conflict with major holidays or community events
- [ ] Include accessibility as part of planning from the start

2. CHOOSING A VENUE

- [ ] Step-free entrances or ramps available
- [ ] Automatic doors or easy-to-open doors
- [ ] Accessible elevators in working order
- [ ] Wide hallways and doorways
- [ ] Accessible bathrooms nearby
- [ ] Accessible parking available
- [ ] Public transportation nearby
- [ ] Clear signage throughout venue
- [ ] Nearby food options or catering available

3. ROOM SETUP

- [ ] Accessible seating integrated with general seating
- [ ] Spaces for wheelchair users throughout room
- [ ] Tables with enough clearance
- [ ] Good sightlines to speakers/screens
- [ ] Space for service animals
- [ ] Quiet / low-sensory room available
- [ ] Separate space for movement or sensory breaks

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4. COMMUNICATION & REGISTRATION

- [ ] Ask attendees about accommodations during registration
- [ ] Provide clear event details in advance
- [ ] Share agenda before the event
- [ ] Offer materials in digital format
- [ ] Use plain language in communications
- [ ] Share contact person for questions

5. ACCESS SUPPORTS

- [ ] Live captioning (CART) arranged
- [ ] ASL interpreters arranged if needed
- [ ] Microphones available for speakers/questions
- [ ] Videos include captions
- [ ] Image descriptions included in presentations

6. SENSORY ACCESSIBILITY

- [ ] Fragrance-free policy communicated
- [ ] No flash photography policy shared
- [ ] Avoid flickering lights / loud sudden sounds
- [ ] Low lighting or natural lighting options

7. FOOD & HEALTH

- [ ] Label allergens clearly
- [ ] Dietary needs collected in advance
- [ ] Hand sanitizer available
- [ ] Masks available if desired
- [ ] Good ventilation / air filtration

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8. DURING THE EVENT

- [ ] Sign-in area accessible
- [ ] Staff know accommodation plan
- [ ] Changes to schedule clearly communicated
- [ ] Remind attendees where quiet spaces/restrooms are
- [ ] Gather feedback before people leave

9. AFTER THE EVENT

- [ ] Send materials and recordings afterward
- [ ] Offer hard copies if needed
- [ ] Review feedback
- [ ] Note improvements for next time

NOTES

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