

University of Central Arkansas

Planning an Accessible Event Checklist

To fully meet our institutional goal of being a diverse and welcoming campus, individuals with disabilities must be given the opportunity to participate in university events. This page offers helpful tools to assist you in this planning process and the Disability Resource Center is always available to work with any event planner.

For further details regarding these accommodations, please visit www.uca.edu/disability/campus-resources/event-planning or contact the Disability Resource Center at (501) 450-3613.

Statement for Publication

- € Include a standard accessibility contact statement on all of your publicity (i.e. print ads, websites, etc.) and include an event contact for accessibility.

Example: If you need a disability related accommodation or wheelchair access information please contact (Enter Name) at (Phone Number) or by emailing (Email Address). Accommodation requests should be made by (Date) (Requests should be made at least 1 week in advance).

Financial Responsibility & Accessible Facilities

- € Know how accommodations for your event will be funded. All questions about event funding should be directed to the department head/manager (i.e. Director, Dean, Vice President, etc.) of the unit responsible for the event.
- € Understand any limitations that may exist in the facility/venue. Be ready to contact the facility/venue or Physical Plant to make modifications or alternate arrangements should accommodations not be possible.
- € Understand the accessibility features of the facility chosen (i.e accessible parking, ramps, elevators, bathrooms, etc.) and be able to articulate where such accommodations are located.

For People Who Have Physical Disabilities

- € Is the facility (building, theater, etc.) accessible to a person who uses a wheelchair or other mobility device?
- € If the event is on an upper floor, is there an elevator?
- € Are restrooms accessible and close to the meeting area?
- € Is accessible parking available nearby?
- € If transportation is provided to an offsite event, have accommodations been made for wheelchair users?

For People Who are Deaf or Hard of Hearing

- € Have you arranged for an interpreter or transcriber to be present at your event?
- € Have you set aside front area seating for a sign language interpreter or transcriber?
- € If an interpreter or transcriber is requested, have you provided the DRC with:
 - 1) Day and date of event
 - 2) Begin and end time of the event
 - 3) Location of the Event
 - 4) Contact Name/Phone Number/Email
 - 5) A copy of the program or other materials that will prepare the interpreter or transcriber to sign/transcribe names or specialized vocabulary.

For Persons Who are Blind or have a Visual Impairment

- € Have you made a small supply of enlarged print copies of event programs, handouts, etc.?
- € Have you arranged for handouts, surveys, programs, etc. to be put into an electronic format?
- € If materials/forms are to be filled out at the event, are there scribes available?
- € Are you aware that some individuals with disabilities use guide dogs and that they must be allowed into the event?