

ACCESSIBILITY PLANNING QUESTIONS

ACCESSIBILITY:

1. DOES YOUR VENUE WEBSITE HAVE SPECIFIC DETAILS OF ACCESSIBILITY/ADA OPTIONS?
2. WHEN WAS THE VENUE LAST UPDATED TO MEET AMENDED ADA STANDARDS?
3. DOES YOUR VENUE OFFER WHEELCHAIRS OR MOTORIZED SCOOTERS/CRUTCHES ON SITE IN CASE OF EMERGENCIES?
4. HOW MANY RESTROOMS HAVE STALLS WHICH ARE WHEELCHAIR ACCESSIBLE?
5. DOES YOUR FACILITY HAVE AN EVACUATION CHAIR THAT PROVIDES AN ALTERNATIVE SOLUTION TO ASSIST A PERSON USING A WHEELCHAIR DOWN THE STAIRS IF THE ELEVATOR IS NOT FUNCTIONING OR A FIRE IS IN PROGRESS?
6. HOW DO YOU TRAIN VENUE STAFF TO ASSIST PEOPLE WITH HEARING, SIGHT, AND MOBILITY DISABILITIES?

DIETARY NEEDS:

1. HOW DO YOUR FOOD SERVICE PROVIDERS ADDRESS INDIVIDUAL ALLERGIES AND DIETARY RESTRICTIONS? WHAT DO YOU NEED FROM THE MEETING PLANNER?
2. WHAT IS YOUR VENUE POLICY FOR PROVIDING ACCESSIBLE MENUS RELATED TO RELIGIOUS/CULTURAL REQUESTS AND OBSERVANCES?
3. HOW ARE FOOD AND BEVERAGE OPTIONS AND INGREDIENTS BEING COMMUNICATED TO THE ATTENDEES DURING EVENT MEAL FUNCTIONS?
4. IS THERE A CHARGE FOR GLUTEN-FREE, LACTOSE-FREE, KOSHER, ETC. MEAL OPTIONS?
5. DOES YOUR VENUE HAVE A SEPARATE BANQUET KITCHEN TO PREPARE MENU OPTIONS FOR ATTENDEES WITH AIRBORNE ALLERGIES, RELIGIOUS, OR CULTURAL REQUIREMENTS?
6. ARE YOUR BANQUET SERVERS TRAINED TO ADDRESS FOOD ALLERGY ISSUES INCLUDING CROSS-CONTAMINATION AT BUFFET TABLES?



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DINING:

1. IS THE EVENT BUFFET HEIGHT SET LOW ENOUGH FOR SOMEONE IN A WHEELCHAIR TO REACH ALL ITEMS?
2. IS YOUR STAFF TRAINED TO HELP SOMEONE WHO HAS VISUAL IMPAIRMENTS NAVIGATE THE BUFFET LINE, A PLATED DINNER, ETC.?

GENDER IDENTITY:

1. ARE YOU USING GENDER NEUTRAL PRONOUNS IN ADDRESS A PERSON IN THE GROUP OR ASKING FOR PREFERRED PRONOUNS AHEAD OF TIME?
2. DOES YOUR VENUE OFFER GENDER-NEUTRAL BATHROOMS? IF SO, HOW IS THE AVAILABILITY OF THESE RESTROOMS COMMUNICATED TO ATTENDEES?

MEETING SPACE:

1. DO YOU HAVE RAMPS TO ALLOW ACCESS TO THE STAGE/SPEAKER'S PLATFORM?
2. IS THERE AN EXTRA COST TO BUILD A RAMP TO THE STAGE?
3. DO YOU HAVE MOTORIZED LIFTS TO ALLOW ACCESS TO THE STAGE?
4. CAN SOMEONE USING A MOBILITY DEVICE ACCESS ALL MEETING ROOMS IN THE CONVENTION CENTER, INCLUDING VIA RAMP OR LIFT?
5. ARE ANY MEETING ROOMS IN THE CONVENTION CENTER ACCESSIBLE ONLY BY STAIRS?
6. DOES YOUR VENUE OFFER A LACTATION SUITE? IF SO, DOES THE SPACE HAVE AN ELECTRONIC LOCK AND/OR PEEPHOLE? ARE THERE FEATURES TO ENSURE PRIVACY IN THE SPACE?
7. IN YOUR VENUE, HOW MANY PUBLIC RESTROOM STALLS HAVE GRAB-BARS FOR ACCESSIBILITY?



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NEURODIVERGENT:

1. DOES YOUR FACILITY USE SCENTED OR UNSCENTED CLEANING PRODUCTS?
2. DOES YOUR VENUE OFFER A LOW SENSORY ROOM?
3. DOES YOUR VENUE OFFER EVENT SPACES WITH NATURAL LIGHTING?

SAFETY:

1. IN AN EMERGENCY, HOW WILL YOUR STAFF EVACUATE PEOPLE WITH DISABILITIES WITHOUT USING ELEVATORS?
2. ARE HANDRAILS INSTALLED IN EMERGENCY EXITS VIA STAIRWELLS?
3. HOW DO VENUE STAFF COMMUNICATE EMERGENCY ESCAPE ROUTES TO HEARING/VISUALLY IMPAIRED ATTENDEES FROM EVENT SPACE?
4. DOES YOUR EVENT VENUE HAVE AN INTERNAL SECURITY TEAM? WHAT IS THEIR EMERGENCY PROCEDURE?

SERVICE ANIMALS:

1. IS THERE AN OUTDOOR RELIEF AREA FOR SERVICE DOGS? ARE LITTER BAGS PROVIDED?
2. DOES YOUR VENUE ALLOW COMFORT ANIMALS (NOT REQUIRED BY LAW?) AND DOES STAFF KNOW THE DIFFERENCE BETWEEN COMFORT AND SERVICE ANIMALS?



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VISUAL/HEARING/LANGUAGE:

1. DOES YOUR CENTER HAVE VISUAL PAGING WITH DISPLAY MONITORS?
2. DOES YOUR CENTER OFFER ASSISTIVE LISTENING DEVICES FOR A PERSON WHO IS HEARING IMPAIRED?
3. ARE THERE TACTILE (BRAILLE) SIGNS ON MEETING ROOMS, PUBLIC ACCESS AREAS, ELEVATORS, ETC.?
4. HAVE ALL BRAILLE SIGNS BEEN REVIEWED AND CONFIRMED AS ACCURATE BY SOMEONE WHO READS BRAILLE?
5. HOW MANY OF YOUR STAFF KNOW AMERICAN SIGN LANGUAGE?
6. DO YOUR ESCALATORS OFFER SOUND, FOR PEOPLE WHO ARE BLIND, TO NOTIFY THEM WHEN TO STEP OFF?
7. DOES YOUR PROPERTY EMPLOY MULTILINGUAL INTERPRETERS OR STAFF?

RESOURCES TO PROVIDE FOR ALL MEETINGS:

1. LARGE PRINT FORMAT MATERIALS
2. CLOSEST DRUGSTORE TO PURCHASE HEARING AID BATTERIES
3. VETERINARY CONTACT INFORMATION FOR SERVICE ANIMALS
4. CLOSEST HOSPITAL, CLINIC, OR URGENT CARE TO THE MEETING SITE
5. CONTACT FOR CITY OR STATE HEALTH, HUMAN SERVICES, HUMAN RIGHTS, DISABILITY OMBUDSMAN, OR OTHER SUPPORT NETWORK
6. LOCAL PROVIDERS FOR WHEELCHAIRS, SCOOTERS, CRUTCHES, AND WALKER RENTALS
7. LOCAL TRANSPORTATION COMPANIES
8. LOCAL PUBLIC TRANSPORTATION ACCESSIBLE OPTIONS
9. LOCAL VISUAL IMPAIRMENT ASSISTANCE
10. LOCAL ASL AND INTERPRETER SERVICES
11. LOCAL PET THERAPY OPTIONS

