

# Accessible Event Planning Checklist

Lex for Good's AccessibLEX program is dedicated to providing the best accessibility information and resources possible. Planning an inclusive event for all increases attendance and audience satisfaction. To help with planning an accessible event, use our checklist below.

## Mobility Impairment:

- Make sure conference rooms, walkways, and other spaces are accessible, with wide aisles and uncluttered areas.
- Try to have seating for people with mobility impairments as close to the door as possible to ensure a quick and seamless transition.
- Have a ramp on hand in case you unexpectedly need one. Ramps could be needed for any lip on a door or for access to get on a stage.
- For every space planned to have wheelchair seating, it is best to remove two standard chairs. Consider using a chevron style seating arrangement.
- Have an emergency evacuation plan in place that keeps in mind people with disabilities.
- Ensure that restrooms are accessible by having grab bars, wide stalls, and sinks at the appropriate height.
- Make sure staff is trained on how to interact with people with disabilities and with accommodating their needs.
- Provide extra time during breaks for people with mobility disabilities to be able to navigate the facilities

## Vision Impairment:

- Make sure to have good lighting in all areas.
- Use color contrast on handouts and signs. (*black letters on a white background is best*)
- Ensure areas are clear of obstruction.
- Ensure there is as little narrow areas to navigate through as possible.
- Use bump-ons and tactile markings wherever possible
- Allow extra line space between the lines of text. The spacing should be at least 25-30% of the point size.
- Extra-wide margins and the ability to open a printed document flat are helpful if the document is bound.
- Use paper with a matte finish, which is easier to read than a glossy finish.
- On printed materials, avoid script fonts and small text. If possible, provide alternatives to printed materials, such as a QR code that links to an accessible electronic version of the

information on your website.

## **Hearing Impairment:**

- Provide closed captioning for any videos that are being presented.
- Supply written out scripts for any performance or video.
- Ensure any safety alarms have a flashing feature.
- Provide ASL interpreters if necessary.
  - <https://ckira.org>
  - <https://slnofky.com><https://ckira.org>

## **Neurodivergence:**

- Set up a private room to provide people with the individualized sensory inputs they need to self regulate.
  - Calming colors
  - Privacy Screens
  - Adjustable Lighting
  - Comfortable Seating
- VisitLEX has sensory kits filled with tools designed to assist attendees with various sensory needs. The kit can be available at the VisitLEX pop-up shops or information tables. The kit includes:
  - Fidget Toy
  - Notepad
  - Pen
  - Earplugs