

## Accessibility Checklist For Events

Prior to organizing any event on campus, please review the "Non-Accessible Rooms" List. For list, go to [www.disabilityresources.wvu.edu](http://www.disabilityresources.wvu.edu) under "Program/Events." For questions or concerns, contact the ADA Coordinator at 360.650.3307.

### LOCATION OF THE EVENT OR MEETING

**Yes No** PARKING LOT

- If the event is on campus, have you identified where the nearest accessible parking is to be able to instruct those that inquire?
- If the event is off campus, is accessible parking provided?
- If the event is off campus, are there curb cuts from the parking lot to the sidewalk?

**Yes No** BUILDING/FLOOR

- If the event is on campus, have you identified where the most accessible building entrance is?
- If the event is off campus, is there an accessible building entrance?  
Accessible entrances: width is 36" or more and has an electronic push pad or a pull weight of less than 10 lbs for external doors and 5 lbs for interior doors.
- Is the floor where the event is being held accessible by chairlift, elevator or ramp? It is recommended that locations requiring a chairlift to access are avoided.
- If there is a chairlift, has its operation been checked? (lifts frequently breakdown and are not recommended for use. It is advised to locate the event at where a chairlift is not required. See [www.disabilityresources.wvu.edu](http://www.disabilityresources.wvu.edu) for locations to avoid.)  
Contact DRS (x3083) or (x3307) to assist with checking lift operation.
- Have you checked to make sure no objects are in or around the lift that would pose a barrier?
- Are the doors heavy or have round door knobs?  
If yes, use a different room or keep the door ajar during the course of the event or assign a person to stand by the door to assist those who may have difficulty.

**Yes No** ROOM OR SPACE

- Is there accessible seating available for persons using wheelchairs?
- Is accessible seating space for wheelchairs dispersed through out the room?
- If table seating is being used, is there at least one table that provides a clear knee space of 27 in. high, 30 in wide, and 19 in. deep?
- Is the route of travel throughout the room at least 36 inches wide? (Consider displays and whether persons in wheelchairs will be able to easily maneuver around them.)

Yes No OTHER

- Are there accessible restrooms in the building?
- Is signage provided indicating which restrooms are accessible?
- Is the registration/ticket booth accessible (no higher than 36 inches) or can a small portable counter-height table near the booth be provided?
- If an alternate entry/route is being used for accessibility, are there signs posted at the main entrance directing those through the accessible route?

### EVENT OR MEETING ANNOUNCEMENT

Yes No

- Has a contact person been designated to coordinate special accommodation requests?
- Is that contact information on the program/meeting announcement?
- Is that contact person aware of procedures for arranging accommodations? If not, have the person contact the ADA Coordinator for assistance (360.650.3307).
- Is the request for at least 1-2 weeks advance notice for special accommodations on the announcement?
- Is there a statement or access symbol(s) on the announcement that indicates the event will be held in an accessible facility?
- Is it stated on event handouts that they are available in alternate formats upon request? Does the announcement state if and what type of assistive listening system will be available (i.e., FM, Loop, or Infrared system)? Go to [www.disabilityresources.wvu.edu](http://www.disabilityresources.wvu.edu) under "Program/Event" for this information.
- If you have a department or program website, does it include a clear statement about how to make accommodation requests? (See sample statements at [www.disabilityresources.wvu.edu](http://www.disabilityresources.wvu.edu).)
- Is your website accessible? Call the ADA Coordinator regarding minimum standards.

### CONSIDERATION FOR PERSONS WHO ARE DEAF OR HARD OF HEARING:

Yes No

- Does the room have an assistive listening device? (For rooms on campus, go to [www.disabilityresources.wvu.edu](http://www.disabilityresources.wvu.edu) under "Program/Events")
- Has consideration been made where an interpreter would stand and be easily seen? Consider if lights need to be dimmed or turned off for a slide show or video.
- If a video tape is being used, is it captioned? (It should say "CC" on video.) If yes, become familiar with how to turn on the captioning on the video equipment (contact ATUS x3057).

### CONSIDERATION FOR PERSONS WHO ARE BLIND OR HAVE LOW VISION:

Yes No

- Will the presenters be using visual cues during the presentation? If yes, has the presenter been encouraged to verbally describe visual cues during the event?
- Has lighting been checked to make sure light does not cast shadows on the presenter so not to create confusing visual effects?
- Are the hallways and room organization free of obstacles and not cluttered to prevent those with no or limited sight from tripping or hitting?