Planning Accessible Events

Are you planning a campus-wide event? Is it open to the public? Is your event accessible to individuals with disabilities in the campus community and the community at large? To help ensure that your event is accessible to all, please use the following guidelines when planning your next event.

Access to Information

- Make sure your promotional materials, handouts, brochures, invitations, etc. can be made available in alternative formats for people with disabilities.
- Be sure to inform the campus community of this availability with a statement similar to the following example:

  This (registration, form, brochure, etc.) can be made available in alternative formats for people with disabilities. Contact (name of person in your department).

Programmatic Access

Make sure the campus community and public are aware that the accommodations can be made for people with disabilities by including the following statement on promotional brochures, flyers and other materials:

Please indicate if you need special services, assistance, or accommodations to fully participate in this program by contacting (name of person in your department) at (phone #). Please notify us by (a ten-day deadline is deemed reasonable).

- Make sure the facility you are planning to use for the event is barrier-free. This is especially important when selecting an off-campus site for the event.
- Make sure there is appropriate space for wheelchair seating.
- Make sure appropriate seating is arranged for individuals who need to see interpreters.
- Make sure the restrooms and entrances are accessible.
- Make sure you arrange for appropriate accommodations, such as interpreters, in advance.

*Please contact Disability Services if you need assistance in arranging for interpreter services, site analysis for accessibility, alternative format materials or special accommodations assistance (based on availability of staff).

*Please note that such statements are a requirement of the Americans with Disabilities Act (ADA) for all external communications to the public.