

### **General Event Accessibility Checklist**

- Plan for accessibility from the beginning: integrate into every step of event planning.
- Include accessibility info in all promotions and invitations.
- Offer multiple registration options (e.g., online, phone, email).
- Clearly state accommodations available and how to request others.
- Choose accessible venues or platforms; conduct site or tech reviews in advance.
- Ensure clear signage or navigation support at in-person events.
- Confirm ASL and CART services if applicable.
- Provide presentation materials in advance and in alternative formats.
- Avoid mandatory video use for online participants.
- Incorporate breaks into your schedule.
- Prepare staff or volunteers to support access needs.
- Have a quiet/sensory room or option available.
- Designate tech support, access coordinators, and emotional support staff.
- Offer multiple methods for feedback (during and post-event).
- Review accessibility feedback to improve future events.