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Boston Disabilities Commission

<u>Accessibility Checklist for Meetings and Events</u>

<u>Event Location</u>
Confirm Accessibility Before Planning your Event

- ☐ **Confirm Accessibility of the Building's Main Entrance:**
  - ☐ *Ensure there is either a ramp, an elevator, a lift, or no steps (if there's a lift, make sure it works)*
  - ☐ *If the main entrance is **not accessible**, be sure to check for another entrance that is accessible*
  - ☐ *Put up wayfinding signs to the alternate accessible entrance (or accessible route), if needed*
  - ☐ *Check main door for automatic opener - if none, prop the doors open or assign staff to assist*

- ☐ **Confirm Accessibility of the Meeting Room or Event Space:**
  - ☐ *Ensure the event area has a ramp, elevator, lift, or no steps, and has a flat accessible surface*
  - ☐ *If restrooms are open to the public, make sure there is at least one accessible restroom (either a single toilet room/family restroom, a widened stall, or an ADA compliant port-o-potty)*

- ☐ **Confirm Accessibility of the Outside Area:**
  - ☐ *If parking is provided, ensure there is an accessible space (with the <u>ISA wheelchair icon</u> ♿)*
  - ☐ *Check the sidewalk (or ground surface) leading to the event to see that it's smooth and level*
  - ☐ *If the event is in winter, confirm snow clearance of the sidewalk, curb ramp, and entrance*
  - ☐ *If the event is being held outside (e.g. a park), ensure there is a smooth, level surface (not grass or gravel) and an accessible route connecting all activities (tents, food, info tables, toilets, etc.)*

<u>Space Set-up</u>
Make these Arrangements Prior to the Event

- ☐ **Accessibility of Tables and Seating:**
  - ☐ *If there are tables, be sure some are standard table-height (34"), not all high-tops with stools*
  - ☐ *If possible, have some chairs with backrests & armrests for people with balance difficulties*
  - ☐ *Reserve some seats up front for people with mobility, visual, and hearing disabilities*
- ☐ **Accessibility of the Layout:**
  - ☐ *Remove some chairs in the audience to leave open spaces for wheelchairs and scooters*
  - ☐ *Ensure aisles are clear and wide enough for two people or a wheelchair to pass through (4 feet)*
  - ☐ *For large events (parades, concerts, etc.), designate a disability access viewing area at the front*
  - ☐ *Any stages or elevated speaking platforms that will be used by the public must have a ramp or lift*
  - ☐ *If the speaking program will be using microphones, be sure to have an adjustable mic stand*

<u>Communication Access</u>
Make these Arrangements Prior to the Event

- ☐ *Everyone speaking should use a microphone to ensure all attendees will be able to hear and participate*
- ☐ *For large public events, secure <u>ASL</u> interpreters proactively, even if no one has requested it*
- ☐ *Look into getting <u>CART</u> service (Communication Access Real-time Translation) as well as ASL*
- ☐ *If any materials are being handed out, have some available in <u>large print</u> and posted online*

For More Information

This checklist was created by the City of Boston Mayor's Commission for Persons with Disabilities. It is intended to be used as a guideline. It is not all-inclusive of Massachusetts Architectural Access Board or ADA requirements, so other accessibility components may be required.

For questions or more information, email disability@boston.gov, or 617-635-3682.