

## SPECIAL EVENTS ACCESSIBILITY CHECKLIST

### Advance Preparation:

*Have you determined if your special event and site meet the potential needs of persons with disabilities? If no, complete the accessibility checklist below.*

Criteria		If “No,” Potential Remedies
<b>Accessible Entrance</b>		
<ul style="list-style-type: none"> <li>○ Path of Travel – Is there a path of travel that does not require use of stairs and/or navigation of uneven terrain? (If Duke facility, check DMS website on-line accessibility maps at <a href="http://www.access.duke.edu">www.access.duke.edu</a>)</li> </ul>	Yes No	<ul style="list-style-type: none"> <li>○ Add a ramp if possible</li> <li>○ Add an alternate route on level ground if possible</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
<ul style="list-style-type: none"> <li>○ Is the path at least 36” wide?</li> </ul>	Yes No	<ul style="list-style-type: none"> <li>○ Enlarge the pathway if possible</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
<ul style="list-style-type: none"> <li>○ Are curb cuts located in parking lot and at drop-off areas?</li> </ul>	Yes No	<ul style="list-style-type: none"> <li>○ Install curb cut or add ramp to curb if possible</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
<ul style="list-style-type: none"> <li>○ Are sufficient numbers of accessible parking spaces available closest to the accessible entrance?</li> </ul>	Yes No	<ul style="list-style-type: none"> <li>○ If Duke site, contact parking and Transportation Services to reconfigure spaces to provide accessible regular spaces (8’ wide + 5’ access aisle) and lift-equipped van spaces (16’ wide with 98” of vertical clearance)</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
<ul style="list-style-type: none"> <li>○ If there are stairs at main entrance, is there a ramp, lift or other accessible entrance?</li> </ul>	Yes No	<ul style="list-style-type: none"> <li>○ If it is not possible to make the main entrance accessible, create a dignified, alternate accessible entrance</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>

<b>Criteria</b>		<b>If “No,” Potential Remedies</b>
<b>Usability of Rest Rooms</b> Are there at least 1 fully accessible male and female rest room <u>or</u> 1 accessible unisex rest room?	Yes No	<ul style="list-style-type: none"> <li>○ Reconfigure rest room or combine rest rooms to create one unisex accessible rest room if possible</li> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
<b>Meeting Room(s)</b> If the site has multiple floors, is there an accessible elevator to the meeting room?	Yes No	<ul style="list-style-type: none"> <li>○ Relocate program, or call DMS to discuss other potential options</li> </ul>
Is an accessible path of travel available to the meeting room?	Yes No	Relocate program, or call DMS to discuss other potential options
<b>Publicity/Invitations for Event</b> Does your publicity/invitation contain information regarding reasonable accommodations?	Yes No	Use the suggested accommodation statement language on the DMS website ( <a href="http://www.access.duke.edu">www.access.duke.edu</a> )
<b>Accommodations Requests from Participants</b>		<b>If “Yes,” Potential Solutions</b>
Has a participant requested an assistive listening system?	Yes No	If Duke facility, check DMS website ( <a href="http://www.access.duke.edu">www.access.duke.edu</a> ) to ascertain existence of listening system.  If no permanent system, contact DMS to secure gratis portable assistive listening system for event.
Has a participant requested a sign language interpreter?	Yes No	See the DMS website <a href="http://www.access.duke.edu">www.access.duke.edu</a> for resources as well as tips for securing qualified interpreters.
Has a participant requested handout materials in alternate format?	Yes No	See the DMS website at <a href="http://www.access.duke.edu">www.access.duke.edu</a> for instructions on fielding requests for this.  Save handout materials in “text only” format prior to converting to any electronic publishing software format.
<b>Audiovisual Materials</b> If videos are part of the program, are these videos captioned for participants with hearing impairments?	Yes No	When purchasing or renting AV materials, request closed-captioned capability.  If unavailable, contact DMS to discuss options.

Adapted from June Kailes and Darrell Jones. *A Guide to Planning Accessible Meetings*.

**NOTE:** This information is available in alternative format upon request.