

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
Accessible Entrance		
<ul style="list-style-type: none"> ○ Path of Travel – Is there a path of travel that does not require use of stairs? (If Duke facility, check DMS website on-line accessibility maps at www.access.duke.edu) 	Yes No	<ul style="list-style-type: none"> ○ Add a ramp if possible ○ Add an alternate route on level ground if possible ○ Relocate program, or call DMS to discuss other potential options
<ul style="list-style-type: none"> ○ Is the path at least 36” wide? 	Yes No	<ul style="list-style-type: none"> ○ Enlarge the pathway if possible ○ Relocate program, or call DMS to discuss other potential options
<ul style="list-style-type: none"> ○ Are curb cuts located in parking lot and at drop-off areas? 	Yes No	<ul style="list-style-type: none"> ○ Install curb cut or add ramp to curb if possible ○ Relocate program, or call DMS to discuss other potential options
<ul style="list-style-type: none"> ○ Are sufficient numbers of accessible parking spaces available closest to the accessible entrance? 	Yes No	<ul style="list-style-type: none"> ○ 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) ○ Relocate program, or call DMS to discuss other potential options
<ul style="list-style-type: none"> ○ If there are stairs at main entrance, is there a ramp, lift or other accessible entrance? 	Yes No	<ul style="list-style-type: none"> ○ If it is not possible to make the main entrance accessible, create a dignified, alternate accessible entrance ○ Relocate program, or call DMS to discuss other potential options

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

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

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