

## Accessibility Checklist for University Events

YES NO

### Physical Environment

- Y N Event is scheduled in an accessible location (which may include elevators, accessible restrooms, ramps, seating).
- Y N If parking is available, handicapped spaces are identified.
- Y N If transportation is being provided, it is accessible to individuals with disabilities.

### Information Environment

- Y N All advertising, invitations, fliers, and brochures have an access statement such as: "To request accommodations for a disability, please contact (*Insert name of contact person for the program, e-mail and phone number*)".
- Y N Requested disability accommodations are provided (for example, large print format).
- Y N All publications and materials state that they are available in alternate format by including a statement such as "This publication is available in alternate format upon request. Please contact (*Insert contact person's name, e-mail and phone number*)".
- Y N Publications and materials are provided in alternate format when requested (for example, electronic, large print). When possible, have a few copies of publications and materials produced in alternate format to accommodate onsite or last minute requests.
- Y N Videos/films are available with closed or open captions.

### Attitudinal Environment

- Y N Person-first language is used (e.g., "individuals with disabilities" rather than "the disabled")
- Y N Planning has included consideration for the full participation and inclusion of individuals with disabilities.

*Event planners are welcome to contact the Disability Services Office (395-2391) for assistance.*

