## Meeting and Event Planning Checklist

### Facility Factors

* Consult disability organizations about what to consider when selecting accessible venues
* Facility entrance equipped with automatic door
* Accessible path to meeting room
* Public elevators with accessible control panel buttons and audio floor indicators
* Water fountain at accessible height
* Accessible eating facilities
* Braille or large print menus
* Public telephones at accessible height
* Dietary requirements can be met

### Meeting Rooms

Space for note–takers, captioning equipment, ASL, interpreters

Seating for hearing impaired people near the interpreters/captioners/computerized note–takers

* Low noise level in meeting rooms
* Infrared or looping system
* Visual alarm system

### Getting to the Event

* Accessible parking
* Accessible public transportation
* Funds to reimburse Handi–transit