
Accessible Meetings & 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