Accessible Programming Checklist

MARKETING

- ☐ Advertisements include an access statement "If you require accommodations or have questions about this event – please contact (insert name/email/phone number) so they may assist you." The point of contact should be the person staffing the event.
- ☐ Advertisements and program publications are available in an alternate format (i.e. posters or programs available as PDFs)
- ☐ Advertisements are created in sans-serif font (Arial, Calibri, Tahoma, Verdana) and have font size larger than 14pt
- ☐ Videos and films are closed captioned
- ☐ Advertisements have high contrast colors to ensure readability of text

LOCATION/EVENT

- ☐ Event is held in accessible location with directional signage (this includes accessible parking, entrance, elevator, and seating)
- ☐ Seating placement has been considered (i.e. person with a sensory disability is seated near the interpreter or in the front, ample seating space and aisle width for individuals in wheelchairs)
- ☐ Adequate lighting is provided
- ☐ If transportation is being used, accessible transportation has been arranged and the destination is considered accessible
- ☐ Microphones are used to amplify voices and captions for videos are turned on
- ☐ When planning an event that may have a stage, please be mindful of having a ramp available so that everyone can access the staging area

PROVIDING SAFE FOOD AND DRINK OPTIONS

- ☐ An option to disclose food allergies and request alternate options for food, if needed
- ☐ Food and ingredients are clearly labeled
- ☐ Tables are less than 34" high and that items are within reach from a seated position (no cocktail height tables)

INCLUSIVE COMMUNICATION

- ☐ Person-first language is used when referring to a person with a disability (i.e. student with mobility disability, not disabled student) unless the person has specified otherwise
- ☐ Presenters should always introduce themselves and face the audience
- ☐ Provide a disclaimer if there will be loud noises or flashing lights
- ☐ Be mindful that service animals must be permitted to events and programs
- ☐ All considerations on this checklist are used for all programs regardless of location (i.e. on campus in all spaces, off-campus trips, or conferences etc.)

Questions? Contact OAS! Email
accessibilityservices@wpi.edu

Worcester Polytechnic Institute