

Use the following checklist to ensure your venue is accessible.

Visibility – Consider those with impaired sight

- ☐ Clear signage (identifying location and directions)
- ☐ Well-lit meeting space and adjacent areas
- ☐ Projection screen visible from all seats (if using projection)

Acoustics – Consider those with hearing impairment

- ☐ Public address (PA) system
- ☐ Roving microphone
- ☐ Limit unnecessary background music
- ☐ Seating available near presenter for lip reading
- ☐ Availability of assistive listening devices
- ☐ Is there a well-lit space for an interpreter if needed?

Mobility – Consider those who may be in a wheelchair or have other mobility impairments

- ☐ Accessible parking near venue
- ☐ Proximity to bus stop
- ☐ Ramp and/or elevator access
- ☐ Accessible bathrooms
- ☐ Barrier-free pathways
- ☐ Wide doorways, aisles, and stage ramps to accommodate wheelchairs/scooters
- ☐ No loose cables across walking areas

Technology – Consider those who may need to use adaptive devices

- ☐ Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.
- ☐ Extra space or work surface

Service Animals – Consider access and space for assistance animals

- ☐ Comfortable space for service animals to rest during events
- ☐ Accessible toileting and watering facilities nearby