

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