

Disability Accommodations Checklists

a. Communications Checklist

Consideration	Yes	Budget Impact	Comments
Write in plain language, which is easier for all readers to understand.			
Produce a master document in a text template (Example: WORD document, not a PDF) as the basis for all other formats. Include a text description of visuals or charts.		√	Budget will vary according to the needs of the users.
Keep a master document for future large print or text format requests. The resources section of this manual also has website links to suppliers.			
Include the “active offer” on all publications (Example: “Available in alternate formats upon request.”).			
Consult accessibility coordinator to learn about alternate formats and local suppliers for other formats requested.			
Ensure staff who interact with the public have information and training in how to communicate with people who have speech and language disabilities in face-to face and telephone interactions.			

Disability Accommodations Checklists *Continued*

b. Meeting and Event Planning Checklist

Consideration	Yes	Budget Impact	Comments
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			

Disability Accommodations Checklists *Continued*

b. Meeting and Event Planning Checklist *Continued*

Consideration	Yes	Budget Impact	Comments
Getting to the Event			
Accessible parking			
Accessible public transportation			
Funds to reimburse Handi-transit			
Alternate Formats Available			
Documents written in plain language			
Printed material available in Braille, large print, audiotape, DVD or CD (on request)			
Description of visual presentations			
Display the communication access symbol			
Event Promotion			
Printed publicity material includes disability icons			
Ask participants to identify specific accommodation and dietary needs			
Send out agenda ahead of time			

Disability Accommodations Checklists *Continued*

b. Meeting and Event Planning Checklist *Continued*

Consideration	Yes	Budget Impact	Comments
Accommodations (available on request)			
People to greet and help participants with disabilities at the event			
Signs or staff to direct participants to meeting room			
Infrared or looping system			
Computerized note-taking services			
Real-time captioning			
Attendant services (for personal needs, hygiene)			
Sign language interpretation			
Audio systems			
Assistive listening devices			
Intervener services			
Dietary Requirements			
Beverages served with bendable straws, lightweight cups			
Non-sugar beverages, juices and ice water			
Vegetarian meals or snacks available			