

ADA Compliance Checklist for Events

Creating an inclusive environment for all participants is essential to a successful event. ADA compliance ensures that individuals with disabilities have the same opportunities and experiences as others. This checklist offers key, but not exhaustive, considerations for event planners to help make their events accessible and welcoming for all attendees.

Pre-Event Planning

1. Accessibility Budget

- ☐ Allocate funds specifically for accessibility services (e.g., interpreters, captioning, assistive tech).
- ☐ Include contingency for last-minute accommodation requests.

2. Event Location

- ☐ Select a venue with accessible entrances and exits, ADA-compliant restrooms, and unobstructed pathways.
- ☐ Ensure doorways are at least 32 inches wide and include ramps or elevators where necessary.
- ☐ Confirm the availability of accessible seating options.
- ☐ If a stage or platform is used, ensure it is accessible with a ramp (slope = 1" rise per 12").
- ☐ For outside events, avoid soft/loose surfaces (sand, gravel, grass) that can impede mobility devices. Please ensure an accessible route.
- ☐ Identify the location of the nearest accessible restrooms. Relocate the event if accessible restrooms are not on the same floor or nearby.
- ☐ For large events, consider providing live captioning for all attendees.
- ☐ Be mindful that attendees may need added time to move between rooms or sessions.

3. Inclusive Promotion

- ☐ Ensure all promotional materials include reasonable accommodation language indicating that accommodation is available. For the official FIU language, visit go.fiu.edu/accommodation or see below:

- Should you need an ADA accommodation to participate in a University event, program, or activity or need to request materials in an accessible format, please contact FIU's Office of Civil Rights Compliance and Accessibility (CRCA) at 305-348-2785 or accommodations@fiu.edu. All requests for ADA accommodation or accessible materials for this event must be submitted to CRCA at least seven (7) business days prior to the event or at the earliest possible opportunity.
- Ensure promotional materials (flyers, emails, social media) use accessible formats (alt text, readable fonts, high contrast).
- Be sure your online promotional content is accessible. ([See Web Accessibility Checklist](#))
- Notify attendees in advance if strobe lights or loud music will be used.

4. Website & Registration

- Make sure the event website is compatible with screen readers and accessible for all visitors.
- Offer options for closed captioning on video content and ensure color contrasts meet accessibility standards.
- Include a section on the registration form where participants can specify their accessibility needs, such as large-print materials, assistive devices, or dietary accommodations.
- If there is a registration/check-in table, it should be no higher than 36".

5. Communication Access

- Audio Description: Offer audio description for visual content during presentations or videos.
- Multiple Formats: Provide materials in Braille, large print, and digital formats compatible with assistive tech.
- Ensure all video/films shown are captioned ([How to make videos accessible](#))
- Use a microphone for events with 25+ attendees.
- Audience members should use microphones when speaking, or presenters should repeat questions aloud.

6. Event Setup & Seating

- Arrange seating with accessibility in mind, allowing for flexible arrangements.
- Reserve spaces for wheelchair users near exits and make seating arrangements adaptable for any necessary last-minute accommodations.

- ☐ For events designated at standing room only, ensure seating is available for individuals unable to stand for long periods, at no extra charge.
- ☐ Deaf or hard-of-hearing individuals must have priority seating near the front to see the stage and interpreters clearly.

7. Hearing Accessibility

- ☐ Offer sign language interpreters and captions for on-stage presentations, videos, and announcements.
- ☐ Use assistive listening devices to support participants who are hard of hearing.
- ☐ Provide alternative formats for any auditory content, such as written transcripts or captioning.
- ☐ Consider the use of Communication Access Real Time Communication (CART) services, often used with ASL or instead of ASL.
- ☐ Offer audio descriptions for visual content during presentations or videos.
- ☐ Ensure adequate lighting for sign language interpreters to be visible.

8. Visual Accessibility

- ☐ Provide large-print guides, maps, and event materials for attendees with visual impairments.
- ☐ Ensure signage is high-contrast, glare-free, and includes Braille where possible.
- ☐ Maintain ample lighting and clear visibility for all signs and presentation materials.
- ☐ Consider color choices and contrast in all presentation materials.

9. Wheelchair Accessibility

- ☐ Maintain clear, unobstructed pathways that accommodate wheelchairs and mobility aids.
- ☐ Avoid carpeting or other surfaces that may impede movement.
- ☐ Include accessible seating with companion seating options.
- ☐ Displays or exhibits must be arranged along wide routes navigable by wheelchair users.

10. Signage

- ☐ Position clear and legible signs with directional information throughout the venue.

- ☐ Use high-contrast colors and non-glare finishes to make signage readable from a distance.
- ☐ Consider Braille and tactile signs for restrooms, entrances, and exits to support individuals with visual impairments.

11. Service Animal Policies

- ☐ Review [FIU policy](#) and note regarding service animals in all areas where attendees are permitted.
- ☐ Ensure pathways are accessible for animals and consider water stations and relief areas for service animals.

12. Accessible Parking & Transit

- ☐ Provide ample accessible parking spaces close to the venue's main entrance.
- ☐ Ensure the event location is accessible via public transit options and advertise these in pre-event materials.
- ☐ Consider shuttle services with accessible options for events in remote locations.

13. Staff Training & Etiquette

- ☐ Train staff and volunteers regarding respectful interactions with people with disabilities.
- ☐ Include guidance on assisting without assuming needs.
- ☐ Train staff on microphone use, guiding visually impaired guests, and service animal etiquette.

14. Presenter Expectations

- ☐ Check with the presenter(s) to determine if they require accommodation.
- ☐ Instruct speakers to describe visual content and avoid jargon.
- ☐ Ensure interpreters have line-of-sight and proper lighting.
- ☐ Remind presenters to repeat audience questions aloud.

Day-of Event Checks

1. Access Checks

- ☐ Conduct walk-throughs to verify accessible routes, seating, restrooms, and signage.
- ☐ Test all AV and assistive tech equipment before beginning the event.
- ☐ Ensure emergency evacuation plans accommodate people with disabilities.

Pro Tip: Ask for Attendee Needs During Registration

Create a friendly, inclusive atmosphere from the start by asking attendees directly about their needs on the registration form. Options might include:

- ☐ Assisted listening devices
- ☐ Closed captioning
- ☐ Reserved front-row seating
- ☐ Large-print materials
- ☐ Service animal
- ☐ Wheelchair access
- ☐ Dietary restrictions

This approach allows you to plan proactively and ensures that every guest's needs are considered, creating a welcoming and accessible event experience.

Contact Information

Should you have any questions or concerns regarding ADA and Accessibility Compliance, please contact The Office of Civil Rights, Compliance, and Accessibility at accommodations@fiu.edu if guidance is needed during the planning stage or if any specific access requests are received.

For more comprehensive guides on accessibility, please review:

- o [ADA National Network Planning Guide](#)
- o [ADA.gov Standards for Accessible Design](#)
- o [US Access Board Guide](#)