Accessibility Checklist for Events and Programs

UNG events, activities, and programs must be accessible to individuals with disabilities, whether on or off campus. This checklist is provided to assist in the planning process. Please contact Student Disability Services for more information.

Identifying Accommodation Needs

- Can participants request accommodations through a registration form or other mechanism?

Include a standard accessibility contact statement on all publicity (i.e. print ads, web pages, radio and TV spots): “If you require disability-related accommodation or wheelchair access information, please contact Student Disability Services by phone at 678-717-3855 or send an email to disability-gvl@ung.edu. Requests should be made through the Event Request System at least two weeks in advance of the event.”

- Have presenters been asked if they need accommodations for equal access?

Sign Language Interpreting or Real-time Captioning

- If requested, is this service arranged as far in advance as possible? (Contact Student Disability Services for assistance.)
- Have you set aside space in the front for a sign language interpreter or captionist?
- Have you provided advance copies of written materials/outlines, if requested by the sign language interpreter or captionist?

Event or Program Materials

- Have you arranged for handouts, surveys, programs, etc. to be available in advance in alternative formats? Consider having materials on a flash drive at the event.
- Is video content captioned?

Parking and Pathways

- Are there accessible parking spaces near the accessible entrance?
- Is there an accessible route from parking/drop-off to the entrance? (The recommended distance is not to exceed 200 feet.)
- Is the accessible path of travel a paved with a level surface that is at least 36 inches wide?

Entrance and doors

- Is there an entrance that doesn’t require the use of stairs?
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- Does the entrance door have an opening of at least 32 inches clear width?
- Do non-accessible entrances have signs giving directions to the accessible entrance?
- Is there an automatic door, or is pull force on door five pounds or less?

Public Areas

- If the event is on an upper floor, is there an elevator?
- Does the registration area have a 36 inch high counter?
- For individuals who are blind, are all accessible routes free of protruding objects, and do room signs have raised or Braille characters?

Meeting rooms

- Is the stage or elevated area wheelchair accessible?
- Is there adequate lighting for persons with low vision, or if a sign language interpreter is needed?
- Does the room have moveable seating to make room for a wheelchair, or are there wheelchair spaces with companion seating?

Event or Program Activities

- If food or drinks are provided, are tables less than 34 inches high with all food and drinks within reach?
- Are food options available for participants with dietary restrictions/allergies?
- If transportation is provided, is it accessible to wheelchair users?
- If an off-site trip is planned, are accessible restaurants identified?
- If an overnight stay is required, has the accessibility of guest rooms been assessed?

Emergency Planning

- Are exits clearly identified and accessible?
- Do fire and emergency alarms have both audible and visual signals?
- Is there an evacuation plan for persons with disabilities?

If you encounter issues accessing the content on this web page, or require the content in another format, call Student Disability Services at 678-717-3855 or email Student Disability Services.