



**Disability Resource Center**  
*Student Affairs*  
**UNIVERSITY OF GEORGIA**

*Disability Resource Center, A Student Affairs Division, University of Georgia*

## Accessibility Checklist for Campus Events

### Media

- Accessibility statement is presented on all mediums of advertising
- Multiple mediums are used for event advertisement (i.e. flyer, website, social media)
- Departmental contact for accommodations is listed
- Accommodation forms are available upon request for events
- Publications are available in alternate formats (i.e. large print, plain text, etc.)
- Open/Closed captions are available upon request
- Publications are tested for individuals with a visual disability (i.e. webaim, vischeck, etc.)
- Social media posts use image descriptions for blind users

### Public Space

- If a sign language interpreter is present, they are placed in the front near the speaker and in clear view for individuals needing the accommodation
- Lighting is appropriate if a sign language interpreter is used
- Money is allocated for accommodations (i.e. interpreting, captioning, CART transcription services)
- Elevators are located in an accessible location
- Signage is provided to highlight accessible routes at events
- Seating for people with disabilities are catered to the needs of that individual
- Wheelchair ramp or accessible route is used in case of a stage or platform being used
- Tabletops are no higher than 34"

- Entrance doors are at least 32"
- All routes are free of protruding objects
- Room signs have raised characters or braille

### Presentations

- Assisted Listening Devices (ALDs) are used if requested
- People-first language and introductions with pronouns are used at programs
- Presentations avoid the use of strobe lighting, as this may trigger effects of a neurological disability.
- Speakers used the following guidelines when presenting:
  - Speakers introduce themselves
  - Speakers are loud and clear when they present
  - Speakers use a microphone (optional)
  - Speakers face attendees when they present
  - Speakers preface the use of emotionally-sensitive content or sudden loud noises (e.g., trigger warnings)
  - Speakers use at least 18-point font on PowerPoints and caption videos, if applicable.

### Transportation

- Accessible parking is located near an accessible entrance
- When transportation for a program/event is provided, it is accessible for individuals upon request
- Drop-off location for transportation is accessible

### Emergency Procedure Questions

- Religious, medical, and food allergies are taken into consideration when purchasing food
- Exits are clearly identified and accessible
- Fire and emergency signals have both audio and visual signals
- An area of refuge has been identified for all programs
- Someone certified in using an epipen and CPR is present at programs