

Accessible Event Planning Checklist for Grant Application

- Ensure there is adequate space for all expected attendees, including those in wheelchairs or scooters, or those who have assistance dogs, crutches, and other mobility aids
- Include a note on any advertising materials stating:
 - “If you have any questions about accessibility or require any accommodation, please let us know at (insert email address here)”
 - “If you have any allergies or sensitivities that we need to know about so that you can participate fully and safely, please contact (insert email address here)”
- Work with the venue staff if accommodations were requested and ensure that these accommodations have been put into place
- Ensure that volunteers, executives and staff understand all accessibility features of the venue and are able to facilitate a welcoming event
- Promotional material and video presentations are captioned and/or available in multiple formats
 - Promotional and presentation text is 14-point or larger, not italicized, and in one of the following texts: Arial, Verdana, Helvetica, Tahoma, and Trebuchet. (<https://bdatech.org/what-technology/typefaces-for-dyslexia/>)
 - Video presentations are read aloud and allow time for the audience to process the information
- Ensure that allergies, food sensitivities, and dietary needs can be accommodated – provide multiple options for catering and ensure that there are labels for all dishes to identify potential allergens, food sensitivities, and dietary preferences