



ADA Guideline for Programs and Events

1. Is the area where the program/event is scheduled to be held, accessible? Yes or No
Accessible equals zero entrance from parking lot/bus stop to entrance and room in which program/event will be held. Accessible doors should provide at least 32 inches of clear width.
2. Is there access to public transportation to the venue? Yes or No
3. Is the website or invite accessible? Yes or No
4. Does the facility have zero entrance to access bathrooms? Yes or No
5. Are attendees being asked if they need any accommodations? Yes or No
Providing accommodations may require an interpreter or technology to support the person's ability to attend and receive information.
6. Budget should include Special Accommodations line item. Is there a reserve to provide special accommodations? Yes or No
7. Is the presentation presented in an accessible format with handouts that allow for a scan to read app to be used? Yes or No
8. Is the environment sensory friendly? Yes or No
Sensory friendly allows for someone to be in the area without becoming overwhelmed. Sensory friendly environments should not have a. loud noises, b. flickering or fluorescent lights, c. tight seating-seating needs to be spacious and allow someone to sit comfortably without touching another person, d. visual distractions-is there decorations that are distracting, overwhelming, or over stimulating.
9. Is there a quiet space attendees can go, if they become overwhelmed? Yes or No

After action review:

1. Was there a special accommodation request by a person? Yes or No
If yes, what _____
2. Was an accessibility issue identified during the process of having the program/event?
Yes or No
If yes, what _____