

Checklist for Planning an Inclusive Event

When planning an event either at Tufts or sponsored by Tufts, please consider the following checklist to ensure that your event is accessible to all your participants. When planning your event, you are encouraged to consider how the event is advertised; how participants register; the physical access of the event; the ability to see, hear and participate, the ability to use the restroom without assistance; and the ability to eat safely. You will be able to ensure a more inclusive experience by encouraging individuals to notify you ahead of time with their individual accommodation needs.

□ Promoting inclusive events and arranging for accommodations

- Give ample notice for your upcoming event (two weeks or more).
 - Advertise the event both digitally and through a paper format.



- Include a statement detailing how participants can access accommodations:
If you have questions concerning access or wish to request a disability-related accommodation, please contact (name and email address of contact person from your club/organization XX) days prior to event.
- For registration forms, whether printed or online, include a statement similar to the one below:
Please describe any disability-related accommodations that will facilitate your full participation in this (event name), such as Sign Language interpreting, Braille or electronic text, dietary requirements, etc. Someone from the organizing department will be in touch shortly to review your request.
- Follow up with people who request accommodations to inform them of the types of accommodations available. *Please note that the cost of accommodating participants should fall on the office hosting the event.*

□ **Helping Participants Get to the Space You Are Using**

- Check ahead to see how many and where the accessible parking spots are. [Review a list of accessible spaces at Tufts.](#)
- Make sure that wheelchair access is available at the main entrance – or post clear, legible signs at the main entrance showing alternative, safe, and accessible entrances.



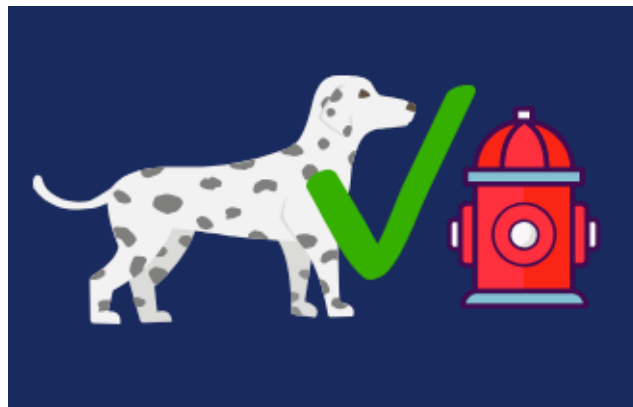
- Make sure individuals with a disability can reach all areas used at your event independently or with assistance from volunteers (e.g., the registration desk, auditorium, breakaway rooms, stage, bathrooms, etc.).
- Know the emergency evacuation procedures of the venue for which you are hosting the event. Ask and note what the exit procedure is for people with disabilities.

□ **Planning the Room(s) for Your Event**

- Make sure the room set-up for your event includes:
 - Wide aisles – must be at least 36 inches
 - Plenty of space around tables
 - Good lighting and reasonably good acoustics
 - A stage/ podium/ screen that's easily visible
 - Reserved seating in the front row people w/ hearing disabilities
 - Make sure any videos used have the captions turned on.



- Also make sure that you:
 - Check with the venue to determine if there are any built-in accommodations (assistive devices, spaces for accessible seating, accessible restrooms, dining options, parking, etc.).
 - Put materials within easy reach (self-serve registration counters, attendee check-in, retail sales/exhibits onsite, buffet tables, and coffee stations).
 - Provide information using paper handouts, as well as in electronic formats.
 - Cover electrical cables or cords that cross over aisles or pathways for safe traversing.
 - Post clear and easy-to-read signs indicating the locations of accessible restrooms, elevators, phones, etc.
 - Make sure organizers are aware of emergency evacuation procedures.
 - Be sensitive of chemical use: consider a “no-scent” meeting, including asking attendees to refrain from overuse of perfumes.
 - Announce nearby services for service animals (have water available, identify places for the animal to relieve itself, etc.).



□ **Food at your event:**

- Ensure your registration system allows dietary needs to be explained and that you order appropriately or provide all necessary dietary information to caterers and banquet staff.
- Post clear and easy-to-read signs that state what is in the food being served.
- Note how food was prepared (separate preparation space, gloves used, etc.).
- Consider how people will access food (buffet style, served). If self-serve, is the food within reach? Is there opportunity for cross contamination?
- Request bent drinking straws instead of traditional straight ones.



- Avoid items that are difficult to cut or handle (such as lobster in shells).
- Avoid high-risk allergens, such as peanuts and shellfish. Other common foods or ingredients that can cause allergic reactions or other problems include eggs, cow's milk, wheat and gluten, fish, tree nuts, and soy.



□ **Contact Student Accessibility Services:**

Student Accessibility Services is available to assist you in the initial planning of your event. SAS will partner with you to:

- Conduct a site Analysis for Accessibility.
- Arrange for Assistive Technology accommodations, to be paid for by event organizer.
- Brainstorm solutions to access issues.