

PCC Inclusive Event Planning Checklist

This checklist, and the related (and more robust) Inclusive Event Planning Guide, have been created by the PCC Accessibility Council to help our community members consider accessibility and accommodation when planning events. We all have a role to play in making PCC accessible and inclusive. While not everything in this guide will apply to every event, we hope it is useful. If there are any questions, please contact access-tech-group@pcc.edu.

The role of the event coordinator

- Consider choices for location and setup of space to minimize barriers.
- Ensure audio and visuals, handouts, and other informational sources are accessible.
- Typically, it is good to have at least two microphones, one for the presenters, and another that is wireless to move around the room for participant questions/comments.
- Ensure presenters are aware of best practices for inclusion during facilitation of event.
- When selecting presenters, be mindful of who is represented, and who is not.
- Provide information about accessibility and accommodation in event advertising.
- Serve as a primary point of contact for any access questions/accommodation requests.

The role of presenters

- Provide descriptive directional instructions and room information to orient all people (i.e. “There are bowls of candy in the center of each table and there are two beverage tables located in the back next to the doors”, etc.)
- Use the microphone consistently, and repeat questions from the audience before answering them.
- Describe any images or visual content as it appears, don’t assume everyone can see it.
- Avoid abbreviations and jargon.
- If possible, presenters should consider having different options for audience interactions that take into account the different processing speeds and communication preferences of participants, for example having options for people to share verbally, or in writing.

Location and space configuration

- Consider proximity to transportation, parking, all-user restrooms, and water fountains.
- Make sure the room is on the ground floor or can be easily accessed by an elevator.
- Choose a furniture setup that maintains 36”- 60” aisles and perimeters around room; if possible, provide options for chairs and tables that work for different body size/shape.
- Ensure space for interpreters or transcribers with line of sight to reserved seating.
- If food will be served, consider variety of dietary needs and label all items. If served buffet style, make sure there is someone available to provide assistance as needed.

Audio, visuals, and documents

- If videos will be shown, make sure they have quality captions. Do a test in the actual room ahead of time, then make sure the facilitator knows how to turn them on.
- Make sure any presentation files or handouts are available in an accessible electronic format that can be made available to participants. Ideally, all participants will have access (for example by posting materials online, or sharing via google drive) but at a minimum, accessible electronic versions need to be available upon request.

Advertising

- Make sure events are advertised on email lists or websites in addition to hard copy posters or fliers, and ensure the materials have good contrast, aren't too busy, and avoid images of text (PCC access-tech-group can review materials for accessibility).
- Ensure event advertisements include a clear point of contact for making accommodation requests, and consider setting up an online form for this purpose. Note that the PCC Marketing templates include a statement that references an event coordinator. This language is a placeholder and when used, should be substituted with the actual contact.

Accommodation requests

- ASL interpreters may be put in place proactively, and, if this is the case, it is good to include the universal symbol on the event advertisements. If Interpreting is not included by default but is requested, the event coordinator should contact the Coordinator for Interpreting and Transcribing upon receipt of the request.
- Audio Description is an important part of ensuring access for live events. Typically, it is provided by having a person describe what is happening visually in a video or presentation by speaking quietly into a listening system. These systems are typically available through either Media Services or Disability Services, depending on the venue.
- Large print, Braille and other specialized formats can be provided upon request.
- Other types of requests may be made on an individualized basis, and the college is responsible for using an interactive process. If an event coordinator or presenter is unsure how to respond to an accommodation request, please consult with Disability Services or the Human Resources ADA Coordinator.

Additional Resources

- [Disability Services is available](#) on each campus, and offers a variety of professional development [events](#) each term on a variety of accessibility related topics.
- The [accessibility website has a feedback form](#) that can be used for questions/comments.