



## Guide for Accessible Event Planning

Santa Barbara City College is required by federal and state laws to ensure program accessibility to persons with disabilities, to provide reasonable accommodations, to remove barriers for full participation and to modify policies practices or procedures as necessary to afford access for an individual.

	Question	Notes
<input type="checkbox"/>	Have you visited the site where the event will be held at? Will multiple locations be used on the day of your event?	Visit the location(s) of your event and have a walk-through in advance. Be on the lookout for construction and/or barriers restricting access.
<input type="checkbox"/>	Does your publicity/invitation contain information regarding reasonable accommodations and provide ample notice of the event?	Provide participants with advanced notice of the event. Possible Statement: SBCC Welcomes participants with disabilities. Please contact [name] at [phone number and email address] to discuss disability accommodations needed to fully participate in this event.
<input type="checkbox"/>	Can participants request accommodations through a registration form or other mechanism?	Possible Statement: SBCC Welcomes participants with disabilities. Please contact [name] at [phone number and email address] to discuss disability accommodations needed to fully participate in this event.
<input type="checkbox"/>	Will posters or information sheets about the event be posted or disseminated?	If so, it is helpful to include international accessibility symbols indicating accessibility.
<input type="checkbox"/>	Have funds been allocated in the budget to cover the cost of accommodations?	The Cost associated with disability access are considered part of the overall expense of the event. It is the obligation of the event planner to ensure accessibility for persons with disabilities. Set aside funds early in the planning stage to ensure accessibility. For additional questions about budgeting, contact corresponding Dean and/or ADA compliance officer.
<input type="checkbox"/>	Have presenters been asked if they require accommodations for equal access?	Provide presenter with details related to the layout of the event in advance (i.e. location, venue, access to venue).
<input type="checkbox"/>	If food will be provided, are food options available for participants with dietary restrictions/allergies?	Provide participants with the option of requesting dietary preferences and consider gluten-free, dairy free and peanut free options.



Accessibility / Day of Event		
<input type="checkbox"/>	Is there a path of travel to the venue that does not require steps?	Add a ramp or lift, create and alternate route or relocate the program to an accessible venue.
<input type="checkbox"/>	Is there signage directing attendees to accessible entrances, exits and restroom facilities?	Create and post directional signage throughout, identifying accessible routes.
<input type="checkbox"/>	Is the event wheelchair accessible?	Be mindful of the physical accessibility of the building and specific rooms in which events are held, as well as the accessibility and route to nearby bathrooms.
<input type="checkbox"/>	Are the seating areas for guests accessible?	Include accessible seating areas interspersed throughout the room where possible – front, middle and back.
<input type="checkbox"/>	Will electrical cords or cables be used?	Cover electrical cords and cables that cross aisles or pathways so guests with mobility assistive equipment can traverse safely.
<input type="checkbox"/>	Are the pathways/entrances/aisles at least 36" wide?	Enlarge Pathway/Entrance to the event or relocate program to an accessible location.
<input type="checkbox"/>	Are there curb-cuts located in the parking lot and drop-off areas near the event?	Add a ramp or relocate program to an accessible location.
<input type="checkbox"/>	Are there sufficient number of accessible parking spaces available to the venue?	Contact Security to reconfigure spaces to provide accessible spots or relocate program to an accessible location.
<input type="checkbox"/>	Is there a stage or elevated area that will be used by participants of the event?	Ensure access by providing mechanical/hydraulic lift or ramp for individuals with mobility impairments to proceed accordingly.
<input type="checkbox"/>	If the use of an Interpreter, Captionist or personal attendant is requested, have services been coordinated?	For large events, such as orientations or all-campus events, services like captioning and interpreting may be coordinated in advance, to ensure access and to avoid last minute-request, which can prove to be difficult in the specified service areas.

Materials & Presentations	
Will printed material be provided to participants?	If so, printed or print alternative copies of dialogue and scripts of media presentations should be provided to the participants. When possible, produce materials in large print (16-pt type or larger) and have electronic versions available on a flash drive or remotely accessible.
Are audio and visual components of the event supportive to Deaf, Hard of Hearing and Visually impaired participants?	Technological capabilities include film and video open captioning, FM microphones, monitors and boards fully visible from all seats and amplification appropriate for particular rooms.