

# ACCESSIBILITY CHECKLIST FOR PROGRAMS, ACTIVITIES, EVENTS, AND SERVICES

St. Louis Community College is responsible for ensuring equal access to all of its programs, activities, events, and services for persons with disabilities. This pertains to college sponsored events off campus as well as on campus. All events must include an accommodations statement. Participants with disabilities requesting accommodations need to contact the event coordinator in a timely manner and requests must be reasonable. Accommodations that should be requested in advance are indicated by (\*). (Questions regarding whether a request is reasonable can be discussed with the Access Office staff.)

While Access Office staff may serve as consultants, the event coordinator is responsible for ensuring equal access. Most facilities within the college are accessible, but the off-campus sites may pose more of a challenge. Since participants come with diverse needs, the following chart is meant to help you plan an event or service that is universally designed and accessible to all.

**The Coordinator should use the following checklist to ensure equal access for all programs, activities, events, or services.**

	<b>Access Issue</b>	<b>Possible Solutions</b>	<b>Responsible Person(s)</b>
<b>Publicity and Invitations</b>	Does your publicity/invitation contain information regarding reasonable accommodations?	<p>Include an access statement which indicates your willingness to provide accommodations.</p> <p><a href="#"><u>District Approved Accommodations Statements</u></a></p> <p>If you are advertising that your event will be interpreted, use the following statement:</p> <p><b>Sample statement:</b> Sign language interpreters will be provided.</p>	Coordinator
<b>Accessible Site</b>	Is there an entrance that does not require the use of stairs?	<p>Find an alternate route on level ground, if possible.</p> <p>Relocate the program to an accessible building.</p>	Coordinator
<b>Signage</b>	Are there appropriate signs directing attendees to accessible entrances and bathroom facilities?	Create and post directional signs through an accessible route.	Coordinator

	<b>Access Issue</b>	<b>Possible Solutions</b>	<b>Responsible Person(s)</b>
<b>Pathway</b>	Is the path at least 36 inches wide?	Enlarge the pathway if possible  Relocate the program	Coordinator
	Are curb cuts located in parking lot and drop-off areas?	Relocate the program	Coordinator
	Are there accessible parking spaces available near the accessible entrance?	Relocate the program  Use cones with signs to create accessible parking spaces	Coordinator
<b>Restrooms</b>	Is there at least 1 fully accessible male and female rest room or 1 accessible unisex restroom?	Relocate the program	Coordinator
<b>Meeting Rooms</b>	If the location for your event or program has multiple floors, is there an accessible elevator to the meeting room?	Relocate program	Coordinator
	Can a participant or speaker who uses a wheelchair easily navigate the space?	Reconfigure the space to allow for more room.	Coordinator
<b>Accommodation Requests</b>	*Has a participant requested an assistive listening system?	Call the Access Office	Coordinator and Access Office
	*Has a participant requested a sign language interpreter, speech-to-text transcriber, reader, writer, notetaker, or visual describer?	Call the Access Office	Coordinator and Access Office
	*Has a participant requested handout materials in an alternate format (large print, Braille, audio)?	Call the Access Office	Coordinator and Access Office
<b>Accommodation Requests</b>	If a video or video clip is part of the program, are the videos equipped with captions (subtitles work also) for participants with hearing losses, persons using English as a second language, persons with learning disabilities, etc.	Call Media Services	Coordinator and Media Services

	<b>Access Issue</b>	<b>Possible Solutions</b>	<b>Responsible Person(s)</b>
<b>Accommodation Requests</b>	Are you using Power Point Presentations (PPT), the computer or the Internet?	<p>Have printed copies of your PPT's.</p> <p>*If requested, have Braille or enlarged copies of your PPT's.</p> <p>If you are showing any audio clips on the computer, make sure they are captioned or have the script.</p> <p>Verbally describe all visuals, pictures, charts, etc.</p>	Coordinator, presenters, and Access Office
<b>Concerns Regarding Access</b>	Did a participant lodge a concern about a physical access issue?	Report to physical facilities	Coordinator and physical facilities
	Did a participant lodge a concern about a service provided by the Access Office?	Report to the Access Office	Coordinator and Access Office
	Did a participant lodge a concern about the accessibility of media?	Report to Media Services	Coordinator and Media Services
	Did a participant lodge a complaint about a college ADA policy?	Report to Campus/CC ADA Compliance Officer	Coordinator and ADA Compliance Officer
<b>Unresolved Concerns (Most concerns can be addressed and rectified by the coordinator and the people involved in the services.)</b>	Were you unable to resolve the concern or has it now risen to the level of a complaint?	Give the participant an Informal ADA grievance form and policy, which can be obtained from the Campus/CC Compliance Officer.	Coordinator and ADA Compliance Officer

Adapted from:

Disabled Student Development website at Ball State University

How to Plan Events That Everybody Can Attend, State of New York, Department of Health, 3-2001