Planning for an Accessible Event

The purpose of this document is to assist with event planning to ensure that the needs of individuals with disabilities (e.g., low vision, blindness, mobility impairments, deaf or hard of hearing, allergies) are met. For general event planning information, please contact the Event, Conferences and Event Services Office at 704-687-7120 or via email at eventserv@uncc.edu. You can also visit their website at: cres.uncc.edu

Pre Planning

Who is your audience?

If you are unsure or do not know who all of your guests will be, you will need to plan for full accessibility. Planning for groups larger than 30 individuals or unknown constituents requires broad planning for accessibility.

Where will the event be held?

What is the:

- size of room needed
- type and amount of lighting in the space
- location of the accessible door (if any)
- accessible path(s) to the room, making sure to locate and review paths from elevator if utilized
- location of the accessible restrooms near the event space?

Provide accessible or adjustable desks and/or wheelchair accessible spaces. Allow sufficient aisle space to allow wheelchair access.

How will guests get to the event?

Will individuals arrive at this event:

- by walking from campus residence
- by campus shuttle
- by personal vehicle
- by city bus?

Event planner will provide accessible parking and pathway information for guests through multiple outlets (i.e. websites and signage day of event). Identify and address unknown and temporary obstacles at least 1 week prior to event. Click here to download a copy of the accessible campus map: http://facilities.uncc.edu/FileManager/files/Maps/Uncc_Disability_Map.pdf.

Will there be food at or after the event?

If so, are the:

- ingredients of the food indicated on the menu so that individuals can make informed decisions about their choices
- food tables located in an accessible location within the proper height and reach standards?
Event planner should have contact information of the catering staff in case of a food allergy question. Ensure that food is accessible for all individuals. Sensitize event staff to attend to the needs of guests with disabilities.

Marketing

How will people learn about this event?

Will you advertise by the use of:

- email only to those invited
- flyers on campus
- flat screens on campus
- organization’s/UNC Charlotte website (i.e. Campus News and NinerOnline.com)
- campus newspaper
- off-campus media (i.e. Charlotte Observer, radio stations, television)?

Use accessible format to advertise on the web (Pdf is most often not accessible, use MSWord). For large or public events advertise utilizing multi-media (e.g., radio, web, flyers).

Be sure that your advertisements include the following accessibility statement:

*UNC Charlotte is committed to having an accessible campus for individuals with disabilities. To request information regarding accessibility or for accommodations under the Americans with Disabilities Act (ADA) please contact (event planners name and phone) or the Office of Disability Services (704.687.4355) at least 5 working days prior to the event. Additional information regarding accessibility is available at [http://accessibility.uncc.edu/requesting-services-events](http://accessibility.uncc.edu/requesting-services-events).*

Ensuring Access

How will you ensure that attendees have needed accommodations?

Does all advertising include:

- standard verbiage on how to request disability accommodations on all forms of advertising
- a back-up contact person who can set-up accommodations and provide accessibility information
- notice explaining how to request accommodations in advance?

Include the Accessibility statement on advertisements:

*UNC Charlotte is committed to having an accessible campus for individuals with disabilities. For accommodations under the Americans with Disabilities Act (ADA) please contact ([your name]) or the Office of Disability Services (704.687.4355) at least 5 working days prior to the event. Additional information regarding accessibility is available at [http://accessibility.uncc.edu/requesting-services-events](http://accessibility.uncc.edu/requesting-services-events).*

Does the event “contact person” have knowledge of disability rights and issues?

Are staff aware that they:

- should only ask for specific accommodations requested, not about the disability of the attendee
- only share disability-related information with individuals who have a “need to know”
- should initiate accommodations or services immediately?
Use the Accessibility website “Request for Services” form to schedule accommodation (http://accessibility.uncc.edu/requesting-services-events). Event planner should contact Disability Services (704 687-4355) if unsure of accommodations.

Are brochures/handouts being provided at the event?

If so, have you:

• contacted the Disability Services to convert items into Braille?

Please give the Office of Disability Services lead time of 5 working days to convert materials. Alternate formats, such as large type, can be created in the copy center.

Will technology be used at this event?

If so, have you ensured that:

• videos are closed-captioning
• the Smart podium is able to use captioned videos
• the FM System (for people who are hard of hearing) is available
• an audio transcriber is present for individuals who are blind?

Please contact the Office of Disability Services at least 5 days in advance to ensure support.

How to ensure that the event is ready?

On the day of the event, did you:

• visit room location to become familiar with emergency exit routes for those with disabilities (i.e. where someone with a mobility impairment should go if the event is on the second floor and the elevator is no longer working because of a power outage or fire)
• check for any new obstructions on pathways to the venue or to the facilities
• make sure that seating includes aisles that are of appropriate width to accommodate those who utilize adaptive mobility equipment?

Finalize your list of emergency contact numbers.

Have you created an evaluation?

• It is important to evaluate your event. Please contact the Office of Disability Services when accessibility accommodations or concerns are received.
Appendix

Department Contact List

- Disability Services
  Location: 230 Fretwell
  Telephone: 704-687-4355 (tty/v)
  Email: disability@uncc.edu

- Parking and Transportation Services
  Location: PaTS/Facilities Operations Building
  Telephone: 704-687-0161
  Email: unccpark@uncc.edu

- Reservations
  Location: Student Union, 252A
  Telephone: 704-687-7120
  Email: eventserv@uncc.edu

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