

Accessible Programming Checklist

TM Before the Event

- Select an accessible location for the event (ramps, wide doorways, ample seating, reconfigurable seating, bright lighting, nearby accessible parking, clear space to navigate around the room)
 - Ensure pathways to the event are accessible
 - Include a statement that explains how to request accommodations in pre-event publicity materials
 - Utilize variety of formats for publicity materials
 - Be mindful when choosing fonts for publicity materials (WebAM.org is a good resource to help with readability of typefaces and fonts)
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- Ensure speakers, including the audience if appropriate, use a microphone when speaking
 - Use captions if video clips will be utilized
 - Ensure that all people, including those with disabilities, will be able to participate in all aspects of the event
 - Ensure that any and all visual material can be verbally described by the speaker (graphs, charts, images, etc)
 - Provide, if resources permit, some large print copies of any physical handouts
 - Provide straws if serving beverages

TM After the Event