SYRACUSE UNIVERSITY INCLUSIVE EVENT PLANNING CHECKLIST

Planning an inclusive event is best for you, your guests and the University community. This check list will assist you in thinking through many of the major elements of planning an inclusive event.

Venue

Is there an accessible way into the building, and is it clearly marked?

Are there accessible parking and drop off points close to the event location?

At a minimum, is one path from the parking/drop off area to the event accessible?

If your event is going to be held on an upper floor, make sure that there is a working elevator in the building. Is there signage at the entrance of the building directing people to the elevator? Is the signage also in Braille? Are multiple forms of lighting available at the venue?

Are there accessible restrooms? Are the restrooms clearly labeled? Does the event staff know where the accessible restrooms are located?

Does the event space have visual and audio emergency alarms? Does the event staff know where the emergency exits and the closest 'safe' areas are located?

Are the aisles free from clutter?   Is there enough space for wheelchairs (including power wheelchairs)?

For more information about physical access, visit *A Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University*.

Invitation and Presentation

Is the information about the event accessible to a broad range of participants (including, but not limited to, invitations, registration forms, and website information)?   If you need assistance in creating an accessible document or webpage, please contact help@syr.edu, or visit the links below (all links open in new windows/tabs):
- Creating Accessible Documents (Why and How)
- Creating Accessible Flyers, in *A Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University*
- ITS - Accessibility Fundamentals Course (SU faculty/staff/students only - login required)
- ITS - Technology and Accessibility
- SU Answers - Create Accessible Content

Does the invitation itself indicate how someone can request accommodations, including (but not limited to) a deadline, contact person, and contact person's name and email address? Have you provided multiple communication avenues (for instance, email address, phone number, social network page[s]) in order for attendees to request an accommodation?

Have presenters been informed of ways to make presentations accessible to the audience?   For examples, please visit the links below:

- [YouTube - add subtitles and closed captions](#) - **Please note:** for YouTube's automatic captioning, proofreading and editing will be required in almost all situations. For more information on editing captions, visit [YouTube's guide to editing captions](#)
- [Films, Slideshows, and Other Digital Materials (in *A Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University*)](#)

If your event is open to a large (over 30) audience, you will need to arrange for Communication Access Realtime Translation (CART) and American Sign Language (ASL) Interpreting.

- CART and ASL Interpreting require at least two weeks lead time to organize. Meeting audio and video needs for CART is complex, and requires specificity and expertise. When planning events to be held on campus please contact the appropriate department for set up. Please see contact information below.

- PowerPoint slides and presentation materials should be forwarded to the CART provider and ASL interpreting agency that has been contracted at least one week before the day of the event.

- If there are going to be dimmed lights during the presentation, ensure that your audience can see the ASL Interpreters by providing a spot light on the interpreters. Direct line of sight seating should be available to those who need to see the interpreters.

Catering

When ordering food for your event, consider alternative food options for participants with dietary restrictions or food allergies, and ensure that invitations and promotional materials contain language indicating how attendees can communicate any dietary restrictions, needs, or preferences.

If you are planning on having a buffet, have staff available to assist guests.

Is the food at a level which can be accessed by individuals who use wheelchairs?

Are the tables arranged in order to allow your guests to move around freely?

For more information on making food-related accommodations, visit the *[Guide to Planning Inclusive Events, Seminars, and Activities at Syracuse University](#)*.

Additional Services

ASL Interpreting Services:

Aurora of Central New York	t: 315-422-7263
	http://www.auroraofcny.org
Empire Interpreting Services	t: 315-472-1383
	www.empireinterpreting.com
Whole Me	t: 315-468-3275
	email: info@wholemeinc.com
	www.wholemeinc.com

CART Providers:

Alternative Communication Services	t:630-456-5124(local)1-800-335-0911(toll free) f: 813-926-7875 email: info@acscaptions.com http://www.acscaptions.com
Sara Baum	Email: sara@gmail.com
Caption Advantage, LLC	t: 315-492-0069 (local) t: 877-227-2382 (toll-free) f: 315-492-1426 http://www.CaptionAdvantage.com
Professional Reporting Services	t:315-436-7775 email: Sally@professionalreportingservices.com

Campus AV Support for CART:

Student Centers and Programming Services (SCPS)	For events in Schine Student Center, Goldstein Student Center, and the Skybarn
Learning Environments and Media Production	For all other locations on campus