

Accessible Events

CHECKLIST

SUNY Brockport is committed to creating and maintaining an equitable environment that welcomes, values, and supports individuals and communities who affirm human dignity. The College provides opportunities for engagement, learning, growth, and transformation to foster a diverse, equitable, and inclusive institution.

These recommendations, developed by the Committee on Accessibility, will help make events more accessible to everyone.

1: PRE-PLANNING

- Identify an accessibility liaison in your team to work with individuals who need disability-related accommodations and consult with Student Accessibility Services (SAS) if needed
- Consider the implications of having [service animals](#) at the venue
- Ensure promotional information and other forms of text and speech refrain from using [ableist language](#)
- For virtual events, make prior arrangements to include accessibility features for the meeting platform ([Teams](#), [Zoom](#), [Google](#))
- Consider a pre-meeting/event walkthrough to ensure that all technology is running smoothly
- Ask attendees about dietary restrictions if providing food

2: MOBILITY

- Signs are legible and direct individuals to points of accessibility such as parking, accessible restrooms, and accessible routes (signs should have braille or [accessible QR codes with carrot cut-outs](#))
- Walkways and doorways are barrier free and wide enough for [wheelchair access](#), seating is also accessible for wheelchairs and diverse bodies.
 - Ensure that the venue has an accessible route that is direct and obstruction free, including stairs, curbs, curves, and other barriers.
- Tables and/or desks are at an accessible height ([34" maximum, 28" minimum](#))

3: COMMUNICATION

- Location of the event and accessible parking is clearly established in the invitation and/or advertisement (provided prior to the event)
- Consider an [introduction](#) for all events to set the norms and expectations of the event.
 - Provide participants with relevant details for the event space
 - Include pronouns, name, and visual self-descriptions
- Videos have [closed captioning](#) turned on. If possible, supplemental printed materials should also be available.
 - Tutorials for [Kaltura Capture](#) and [Voice Thread](#)
- All text and presentation materials utilize fonts that are clear and accessible, following [Web Content Accessibility Guidelines \(WCAG\) standards](#)
 - Calibri, Arial, Times New Roman, and Helvetica are good options
 - Consider at least a minimum font size of 24 for [Powerpoint](#)
 - Consider at least a minimum font size of 14 for [printed materials](#); 18 for large print materials
- Utilize Accessibility checkers in Word, PowerPoint, Adobe Acrobat Pro DC, etc. to ensure that materials meet minimum standards
 - Presentations and handouts have proper [color contrast](#)
- [Microphones](#) are utilized throughout the event
 - For some events, multiple microphones will be necessary (one per speaker plus additional if audience participation is involved)
- Interpreters ordered two weeks in advance (College Events orders interpreters for events and SAS orders interpreters for individual, registered SAS students).
- Participants are informed with content warnings before speech/text/audio/visual



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4: PHYSICAL SPACE/ SENSORY CONSIDERATIONS

- ❑ Lighting is appropriate for the event and technical issues such as flickering lights are resolved
- ❑ **Strong perfumes or air fresheners** are avoided if they are unnecessary for an event
- ❑ The venue is appropriate for the size of the event so that crowds can be managed
- ❑ Disclaimers regarding sudden changes in lighting that may be triggering
- ❑ **Variability in furniture selections** to account for access for all body-types. This includes chairs that are comfortable and suitable for varying body-types and sizes.

5: VIRTUAL EVENTS

- ❑ Speakers to describe any images or visuals
- ❑ Ensure that captioning is available for all speakers and that the guests of the event understand how to access the captioning
 - o Tutorials for **Zoom** and **Microsoft Teams**
- ❑ Attempt to maintain consistent volume levels throughout the event
- ❑ Arrange to have technical support during the event, to address technical issues and/or to monitor chats and entry into the event

6: PROMOTIONS

- ❑ Consider using the free design services **College Communications** offers
- ❑ Printed posters and social media images must be created following **WCAG 2.0 AA standards** using the **College's Branding Style**
- ❑ Include an **Accessible Event Statement** on posters, flyers, social media posts, and online calendar listings
 - o SUNY Brockport is fully committed to providing accessible events to all. If you need a disability-related accommodation, please contact: (person/office running the event), at: (phone) or: (email). Requests should be made by (date usually at least one week in advance of the event for planning purposes).
- ❑ Consider adding a **QR code and corresponding carrot cuts** to your posters (contact College Communications for support)
- ❑ Social Media Promotion
 - o Complete all built-in social media accessibility fields, including **alternative text (alt text)**.
- ❑ If you are distributing promotions via email, this must be accessible per the **electronic and information technology (EIT) policy**
 - o If needed, contact **BITS** for training
- ❑ Faculty and Staff: Submit event to **SUNY Brockport Events Calendar**
- ❑ Students: Submit event to **myBROCKPORT**

For resources, including key partner contact information and templates, visit brockport.edu/support/plan_events.