APPENDIX I: ACCESSIBILITY CHECKLIST

The following checklist can help the event planners in choosing a building for the event or minimizing physical barriers in the chosen building.

# Entrance

* Does the entrance have steps, a threshold, or other physical barriers? If so, is there a ramp or a lift to enable someone in a wheelchair to enter the building?
* Are the doors wide enough to accommodate a wheelchair?
* Can the doors be opened by someone in a wheelchair? If they are heavy or difficult to open, event staff may be assigned to assist individuals with disabilities.
* If the primary entrance is not accessible by wheelchair, is there an alternate wheelchair accessible entrance? If so, is there signage clearly indicating the location of the alternate wheelchair accessible entrance?
* If participants in wheelchairs will be using an alternative entrance and accessible route, is the route free of obstructions? Have the information and a map of the accessible route been provided to individuals who require this information?
* If the event will be held during off-hours, has security been informed that architecturally accessible entrances need to be available?
* If the entrance is accessible by means of a lift, is the lift in good working condition? If the lift is operated by a key, do event staff have possession of the key? Is there someone available who knows how to operate the lift? Note that keys for the wheelchair lifts at TC are at the security desk in the Zankel Building.

# Parking

* If an individual with a disability has inquired about accessible parking, have you checked the availability and procedure to facilitate this request?

# Path of travel to the building entrance

* Is there a path of travel accessible by wheelchair from the street to the event location?
* Are sidewalks even and in good repair?
* Are there curb cuts?
* Are sidewalks clear of ice, snow, or other debris?

# Path of travel within the building

* Is there a level path of travel from the wheelchair accessible entrance to the room(s) where the event is located? If there is not, are there ramps to enable someone in a wheelchair to reach the event? Lifting someone over steps or stairs is not an accessible solution for access to the event location.
* Are corridors and door widths adequate for passage of a wheelchair?
* Are pathways which might be used during the event free of obstacles or protruding objects?
* If the event is on a floor above the ground level, is there an elevator which can accommodate a wheelchair user? Is the location of this elevator clearly indicated?

# Restrooms

* If there are restrooms for the general public, are there also wheelchair accessible restrooms in the same location? If not, are there wheelchair accessible restrooms within a reasonably accessible proximity? If so, is the location of the wheelchair accessible restrooms clearly indicated?
* If there are no wheelchair accessible restrooms, you may want to consider another location for your event.

# Refreshments

* If food is served at the event, is the food service accessible to an individual in a wheelchair or with another type of mobility impairment?
* If the food is being served buffet-style, can a wheelchair user or an individual who is blind or visually impaired negotiate the spaces around and between the tables?
* Are food and dishes at a level that can be reached by someone in a wheelchair?
* If these conditions are not met, what staffing arrangements can be made to accommodate individuals with disabilities?

# Other amenities

* If the event location offers public telephones and drinking fountains, are there also telephones and fountains that are accessible to an individual in a wheelchair? If not, you may want to think about how individuals with disabilities can be accommodated in using these amenities.
* If your event makes use of a box office, registration tables, or information booths, are these at an accessible height for an individual in a wheelchair? If not, you may want to prepare alternative ways for individuals with disabilities to purchase tickets, register, or obtain information.
* If writing surfaces are needed, are they at a wheelchair accessible height? If not, an alternative, such as a clipboard, might be provided.