Practical Tips & Best Practices for Planning/Hosting Accessible On-Campus Events

*The following is a non-exhaustive list of suggestions

Event Preparation

- When creating pre-event messaging, include a description of accommodations that will already be provided with the venue and/or vendors.
- Include the following statement on registration forms:
  "Are there any accommodations you anticipate needing for this event?"
- Inquire about attendees' dietary restrictions on a registration form or work with the caterer to offer inclusive food options to accommodate diverse dietary needs.
- Include the following statement on all messaging related to the event:

"For persons with disabilities requiring accommodations, please email requests to Insert Event Email at least 72 hours in advance of the event."

Event Space

- Share accessible routes to the venue such as sidewalks, ramps, door openers, and elevators.
- Work with <u>Transportation and Parking Services</u> to provide accessible parking.
- Clear paths of egress throughout the event space including venues with row seating.
- Multiple tables with open spaces for wheelchair/scooter users.
- Have chairs available if it is a standing event only for optional seating.

Event Program

- Provide event information in multiple formats (text, audio, video)
- All videos must have closed captioning.
- Avoid using text below 18pt font on programs and PowerPoints.
- If attendees are asked to stand, consider saying, "If you are able, please stand ____"
- Always use the microphone instead of asking, "Can you hear me in the back?"
- Provide lapel microphones for those with a physical disability or physical limitations.
- If using high-top tables, provide a few low table options as well.
- If providing any print materials, have 1-2 large print copies available.

For additional guidance or assistance facilitating accommodations, please email <u>drc@ufsa.ufl.edu</u> at least 72 hours in advance of the event.