

# Accessibility Checklist for Special Events

(Version 2.0, August 2016)

Please keep in mind that this checklist is intended to act as a prompt or guide for future discussion on accessibility requirements. Depending on the nature and scope of your event there may be additional applicable accessibility codes and regulations. This checklist is specifically pertinent for special events and programs that are open to the general public. Completing this form will help to ensure, as required under Section 504 of the Rehabilitation Act, that the programs offered at your event are available to all attendees including persons with disabilities.

\*For private events, it is the responsibility of the permittee to find out whether or not the invitees need special accommodations.

Event coordinators may contact the Accessibility Team with questions at 415-561-4958 or via email at [goga\\_accessibility@nps.gov](mailto:goga_accessibility@nps.gov). Please fill out this checklist in its entirety to ensure your event is accessible to participants with disabilities. Include any pertinent information such as copies of event publications, accessibility plan maps, etc.

## 1. Event Publications

Questions	Y	N	n/a
Do advance publications include phone number for individuals requesting special accommodation?			
Do advance publications describe any special qualifications required of participants? (Ability to traverse three miles of rough terrain, climb 112 stairs, etc.)			
Have hand-outs, maps, brochures, etc., for the public been reviewed by the Accessibility Team at least two weeks before the scheduled printing date?			
Are large print or other alternatives format versions (transcripts, CDs, audio) available?			

Describe Event Publication Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Exhibits

Questions	Y	N	n/a
Have private vendors been provided with at least this checklist on accessibility requirements for exhibits, routes of travel, and sales areas?			

Have the event exhibit plans been reviewed for font, color, size, etc., and approved by the Accessibility Team at least two weeks before the scheduled printing date?			
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Describe Exhibit Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Parking**

Questions	Y	N	n/a
Are proposed additional parking areas on accessible routes?			
For parking spaces, including added spaces, the following chart lists the minimum numbers of designated accessible and van accessible spaces that apply (see below). Will your event comply with the below chart? Added spaces must be signed as designated accessible spaces.			

Total Spaces Provided	Total Accessible Spaces Required (universal space: 11' wide with 5' access aisle)
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5
151 – 200	6
201 – 300	7
301 – 400	8
401 – 500	9
501 – 1,000	2% of total

If additional accessible parking spaces are needed. Are they located on level ground and will temporary signs be posted?			
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Describe Accessible Parking Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. Visitor Information and/or Sales Area**

Questions	Y	N	n/a
Do at least 25% of all checkout areas have aisles at least 36" wide?			
Are counters tops between 28" and 34" high?			
Are front reaches (to brochures, souvenirs, books, etc.) between 15" and 48" and side reaches between 9" and 54"?			
If these standards cannot be met, will there be a sign posted stating, " If you need assistance, please ask event staff?"			

Describe Information/Sales Area Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Restrooms**

Questions	Y	N	n/a
If added for the event, is there at least one accessible portable restroom at each location?			
If portable restrooms are provided in groups of ten or more at a location, are there at least two portable restrooms for every ten units?			
Are accessible restrooms located on a firm and stable surface and along an accessible route?			

Describe Restroom Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Routes of Travel**

Questions	Y	N	n/a
Are intended routes of travel through the event, exhibits, parking, restrooms, food booths, etc., firm and stable and sloped no more than 5%?			
Have obstructions or uneven surface elements (roots, bumps, pavement rises, or gaps) been eliminated or mitigated?			

Describe Accessible Route Plan: \_\_\_\_\_

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**7. Assembly Areas**

Questions	Y	N	n/a
If requested, or if a significant part of the event is a group presentation, will a Certified American Sign Language Interpreter be provided?			
For assembly seating the following chart lists the minimum number of designated accessible seats required. Will your event comply with the chart below?			

Total Number of Seats	Wheelchair Spaces with Companion Seating
1 – 25	1
26 – 50	2
51 – 300	4
301 – 500	6
Over 500	6, plus 1 per hundred

If there are more than 300 seats, are the wheelchair spaces dispersed in different locations (including shaded locations)?		
Are provided wheelchair seating areas a minimum of 30" x 60"?		
Are stages and paths of travel to them accessible?		
Are assistive listening devices available?		

Describe Assembly Area Plan: \_\_\_\_\_

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**Contact Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_