





- If transportation is provided, is it accessible to individuals with disabilities and is there an accessible route from the transportation stop to the building or entrance.
- If food and/or drinks are provided, be mindful of restricted diet and allergies. Provide attendees with the opportunity to request alternate options. Have ingredients and nutrition facts available to inform decisions.
- @ items are within reach. Self-service items must be reachable from a seated position with accessible operating mechanisms.
- Include additional space for individuals using wheelchairs if using banquet style seating.
- Exits are clearly identified and accessible.
- Fire and Emergency alarms are both audible and visual signals.
- Identify areas of refuge for individuals who may require rescue assistance.