Salisbury University Accessibility Checklist for University Events Event Planning Items to Consider Service animals may be in attendance with their handler.If there Informational Environment o Publications and materials are provided in alternate media and electronic

Adapted with permission from University of Connecticut and University of Central Arkansas

o 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.

Food and Drink:

- o 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.
- o Include additional space for individuals using wheelchairs if using banquet style seating.

Emergency Planning:

- o Exits are clearly identified and accessible.
- o Fire and Emergency alarms are both audible and visual signals.
- o Identify areas of refuge for individuals who may require rescue assistance.