

Making Events Accessible on Campus Checklist

Florida SouthWestern State College is committed to ensuring full participation and equal access to all programs, services, and events on campus. In addition, ensuring access is regulated through ADA compliance standards. In order to keep within these compliance standards, as well as promote full campus access, Adaptive Services created this checklist to assist you in maintaining an accessible program or event. As you implement this list into your event, if you have questions, please contact:

Adaptive Services
Building Q-103
239-432-7354 (Voice)
239-432-5236 (Fax)
1-800-955-8771 or 711 (TTY)
adaptiveservices@fsw.edu

Advertising the Event

- All materials have an accessibility statement with notification of access.
 - Suggested statement: If assistance is needed due to a disability, please contact (Event Contact) at (Event Contact Information) at least 72 hours prior to the start of the event.
- The access notification includes a contact name and number.
- If maps or other visual notification of the event site are provided, accessible features are included.
 - Examples include, restrooms, emergency signage, and parking.

Physical Access

- There are accessible routes to the event. An accessible route is defined as being at least 36-48 inches wide and having a stable, firm, slip resistant surface. Outside events would also include curb cuts.
- The accessible route is free of protruding objects. A protruding object is defined as anything that is 4 inches or more into the accessible path.
- Parking is located near the event and there are accessible parking spaces available.
- Accessible restrooms are located within 200 feet of the event site.
 - Where portable toilets are used, at least one needs to be ADA compliant (or not less than 5% of the total number of toilets for large events).

- There are designated spaces for wheelchair seating.
 - If seating is provided, at least 5% of the total number of seats needs to be wheelchair accessible, with a companion seat.
- Seating is available for those who are Deaf or Hard of Hearing.
- Signage is available noting the accessible seating areas.
- If a stage is provided, it has a ramp.
- If a podium is provided, it is accessible (less than 34 inches tall).
- If food or beverages are provided, the services are located on an accessible route.
 - In the event of a large event with multiple food areas, food areas are located to the greatest extent possible on accessible routes.
- Self-service items are reachable from seated position.
 - Countertops should be between 28-34 inches high.

Communication Access

- Printed materials are available in alternate formats, including, but not limited to large print, Braille, online, etc.
- Online materials have text descriptions of any graphics.
- An audio version of the event is available.
- Directional signage is available.
- Room/building signage includes Braille.
- Emergency procedures are noted in event materials, or through venue signage.
- Sign language interpreters, closed captioning, or Communication Access Real-time Translation (CART) (speech-to-text interpreting service) has been secured.
 - If sign language interpreters, closed captioning, or CART has been requested, it must be provided.

Transportation

- If transportation is provided, a wheelchair accessible vehicle is available.
- The vehicle loading/unloading zone is near an accessible path.
- If public transportation is used, there is an accessible path from the transportation building to the event site.