Appendix 2. Accessibility Checklist

Creating physical spaces that are welcoming and result in a sense of belonging is an important aspect of the Community Conversation. Every choice matters when it comes to creating an inclusive space.

Planning an In-Person Gathering

When planning a physical gathering, there are many considerations to making people feel welcome and safe. Use the following checklist to guide your planning.

ENSURE THE SPACE IS ACCESSIBLE FOR ALL PEOPLE

☐ Secure a venue that is accessible for people who use mobility devices, including ADA-compliant parking spaces and restrooms.

☐ Ensure everyone has a choice of where they would like to be in the space. All parts of the room and all tables should be accessible for anyone using a mobility device, with ample space between tables and aisles of chairs.

☐ Keep power cords and cables out of the way so people with mobility devices do not need to navigate tripping hazards or barriers.

☐ Make sure the lighting can be adjusted, either dimmed or reduced.

☐ Leave space in the room where people can choose to pace or stand.

☐ Ensure service animals are welcomed in the space.

PLAN FOR INCLUSION

☐ Before setting a date, check a calendar to make sure it does not overlap with any significant cultural holidays.

☐ Schedule breaks to be long enough for all people to meet their needs. Typically, 15 minutes is adequate, but longer breaks may be needed.

☐ Make sure microphones are available and used by all speakers so that everyone can hear what is said.

☐ Advise attendees in advance what accommodations will be provided. Let people know that they can request other accommodations as needed. Allow people to request preferential seating if appropriate for your venue.

- ☐ Partner with your school district to provide interpreters for language access supports.
    - ☐ Share event information with the interpreter in advance, including subject matter and number of participants.
    - ☐ Ask interpreters how they would like to communicate with the presenter.
    - ☐ Arrange seating appropriately for the participants and interpreter.
- ☐ If you are serving food, take dietary restrictions into consideration.

MAKE MATERIALS ACCESSIBLE

- ☐ Use dark text on white backgrounds or white text on dark backgrounds for electronic materials, including PowerPoint presentations and websites.
- ☐ Clearly identify any links in electronic materials.
- ☐ For printed materials, make some copies available in a large font size (22 or larger). Print PowerPoint slides as a full page.
- ☐ Use a sans serif font (like Arial).
- ☐ Make materials available electronically during your event (for example, publish presentations on a website).
- ☐ Add closed captioning to videos.
- ☐ Include visual cues on a printed or electronic agenda.
- ☐ If using nametags, ask participants to include their pronouns (for example, she/her, he/they, they/them).
- ☐ Consider if materials need to be translated to make them accessible to participants. Partner with your school district to make sure you understand the needs of your community and provide accessible materials.

DURING THE EVENT

- ☐ Avoid activities that exclude participants (for example, asking people to stand or to raise their hands).
    - ☐ Consider participation methods that include everyone. For example, have someone walk around with a wireless microphone to allow people to comment or ask questions.
- ☐ Be mindful of people who use a device for communication.
    - ☐ Before the event, ask how these participants would like to signal that they have something to say.
    - ☐ Make the agenda and questions available ahead of time.
    - ☐ Allow ample time for responses.

☐ Use real-time captioning if available.

☐ If you are using interpreters for language access during the event:

    ☐ Make sure presenters allow time for participants to process critical information.

    ☐ Avoid jargon, acronyms, and metaphors.

    ☐ Ask for feedback regarding the accessibility of the event, including from interpreters.

Planning a Virtual Gathering

If you plan an online or virtual event, keep these additional accessibility principles in mind.

ENSURE THE SPACE IS ACCESSIBLE FOR ALL PEOPLE

☐ Evaluate the accessibility features of online platforms. Some things to look for include:

    ☐ Customizable font size in the chat.

    ☐ Allows for use of a screen reader.

    ☐ Platform can be navigated with just the keyboard.

    ☐ Allows for closed captioning (either internally or third party).

    ☐ An interpreter can be visible no matter who is speaking.

☐ Include links to join the meeting in the event invitation.

☐ Send the invitation early enough to plan for accommodations for participants, including captioning.

MAKE MATERIALS ACCESSIBLE FOR A VIRTUAL EVENT

☐ Make sure all documents or videos shared on a screen follow the principles of accessibility.

☐ Distribute slides and other materials in advance.

DURING THE EVENT

☐ Start and end the event on time.

☐ Encourage everyone to use their video when possible.

☐ Model use of pronouns in display name (for example, Jane Smith [they/them]).

☐ Ensure that facilitators use lighting that allows all participants to see them clearly.

☐ Ensure that everyone can hear all participants and speakers. Ask people to mute their microphones when they are not speaking.

☐ Ask participants to state their names before speaking.

☐ Explain accessible ways of participating (for example, the "raise hands" feature). Assign someone to monitor the chat.

☐ Describe any visuals that were not provided ahead of time.

Note: This accessibility checklist is not intended to be exhaustive. Instead, it provides guidance about how to make events more accessible to a broad group of people. By collaborating with and building relationships with diverse people in your community, you will learn what additional supports are important for making your event accessible and inclusive to everyone.

*Find additional resources in this publication from the City of Bellevue, Washington: **Universal Design Booklet**.*