

Accessibility

Consider these basic steps when planning your event. For a more detailed plan, check out The American Bar Association's [Planning Accessible Meetings and Events: A Toolkit](#).

Promotions & Confirmation Materials

Truly accessible events send a welcoming message before the event even occurs.

- Mention ADA compliance of the venue & invite guest to communicate their needs.
- Provide more than one registration/communication option.
- Include instructions and/or maps of entrances, seating options, accessible parking, etc.
- *EXAMPLE:*

We welcome people with disabilities to all Spirit & Place events! Most events are free and located in ADA compliant facilities. For questions about accessibility or to discuss accommodations, contact festival@iupui.edu or 317-274-2455. Please notify us 14 days in advance to request an accommodation.

**Don't bury accessibility info at the bottom of printed materials or web pages.
This sends the message that those with disabilities are an afterthought.**

Venue & Event Accommodation

Physically walk your venue (inside & out) to identify any potential pain points.

- Are sidewalks, ramps, and handicap parking spaces free of obstructions?
- Is there clear directional signage?
- Are walkways well lit?
- Has accessible seating been reserved?
- Are tables at a height accessible to wheelchair users?
- Have you prepared large print (18pt font) versions of printed materials?

Volunteers & Staff

Have conversations with volunteers and staff regarding how they should handle requests for accommodations or otherwise respectfully serve guests with disabilities.

- Always use "person first" language. (i.e., person with a visual impairment, not blind person)
- Make sure volunteers and staff know where all the accessible entrances, seating, and restrooms are located.
- Do not segregate! Let guests know special seating exists, but allow them to sit wherever they choose.
- Offer help. Do not assume they need it and never touch a person without permission.