# Community Assessment for Accessible Rural Events

# Event Accessibility Quick Assessment

For indoor and outdoor events

## Planning and Promotion

1. People with disabilities involved in event planning.
	* Yes
	* No
	* N/A
	* Steps to take:
2. All promotion and event programs and materials in accessible formats (large print, text-only, captioning, interpreters, etc.).
	* Yes
	* No
	* N/A
	* Steps to take:
3. Promotional materials advertise accessibility features of event.
	* Yes
	* No
	* N/A
	* Steps to take:
4. Staff and volunteers have basic awareness training on how to assist people with disabilities during event and in emergencies.
	* Yes
	* No
	* N/A
	* Steps to take:

## Parking

1. Enough accessible parking, and it is clearly marked.
	* Yes
	* No
	* N/A
	* Steps to take:

## Entrances and Doorways

1. Clearly marked accessible entrances.
	* Yes
	* No
	* N/A
	* Steps to take:
2. Doorways/entrances wide enough for walkers, wheelchairs, and other mobility equipment. No revolving doors. Nothing blocking entrances or doors.
	* Yes
	* No
	* N/A
	* Steps to take:
3. Door handles are levers or u-shaped.
	* Yes
	* No
	* N/A
	* Steps to take:

## Pathways

1. Ramps at all steps and over uneven surfaces. Handrails on all stairs.
	* Yes
	* No
	* N/A
	* Steps to take:
2. Pathways to all services and activities flat and unblocked.
	* Yes
	* No
	* N/A
	* Steps to take:

## Bathrooms

1. Enough clearly marked accessible bathrooms on-site and near all event activities. Path to bathroom unblocked and wheelchair accessible.
	* Yes
	* No
	* N/A
	* Steps to take:
2. Accessible toileting and feeding/watering areas for service animals.
	* Yes
	* No
	* N/A
	* Steps to take:

## Event Space

1. Clearly identified roving event staff present to assist with accessibility issues during the event.
	* Yes
	* No
	* N/A
	* Steps to take:

1. Any events with sound effects, flashing lights or strobes, smoke machines, etc. clearly marked.
	* Yes
	* No
	* N/A
	* Steps to take:
2. Areas are well lit and have adjustable lighting. Sound system is adjustable. Microphones are available to the audience during Q & A sessions.
	* Yes
	* No
	* N/A
	* Steps to take:
3. Accessible seating set up in a way that is inclusive. Front row seating reserved for people with vision and hearing impairments.
	* Yes
	* No
	* N/A
	* Steps to take:
4. Designated area for people experiencing sensory overload to rest away from noise, lights, and other commotion. Area is fragrance-free.
	* Yes
	* No
	* N/A
	* Steps to take:
5. Tables are at usable height and have enough space for people in wheelchairs and power chairs.
	* Yes
	* No
	* N/A
	* Steps to take:

## Food

1. Food sensitivities and allergies addressed. Alternative options available and clearly labeled.
	* Yes
	* No
	* N/A
	* Steps to take:

For more information and resources on event accessibility, check out the Community Assessment for Accessible Rural Events (CAARE) Toolkit.

Find it online by visiting [www.rtc.ruralinstitute.umt.edu/community-assessment-for-accessible-rural-events](http://www.rtc.ruralinstitute.umt.edu/community-assessment-for-accessible-rural-events)

Accessibility items in this quick assessment have been adapted from the following resources:

* Feedback from members of the Association of Programs for Independent Living (APRIL) and Centers for Independent Living
* The Alberta Urban Municipalities Association. (2017). Measuring inclusion tool. Edmonton, AB: Alberta Urban Municipalities Association.
* Disability Rights Wisconsin. (2004). Self assessment tool for ensuring access for people with disabilities. Harrisburg, PA: Safe Housing Partnerships.
* Social Inclusion Week of Australia. (2017). Event accessibility checklist. Social Inclusion Week of Australia.
* Event accessibility checklist\_Social Inclusion Week Australia Commission on Disability Rights. (n.d.). Planning accessible meetings and events: A toolkit.

This project was supported by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), grant number 90RT5025. NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the Federal Government. The opinions reflect those of the authors and are not necessarily those of the funding agency.