# 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.

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