ACCESSIBILITY CHECKLIST

Although Ball State's campus has a high level of accessibility, it is important to consider a few matters in planning events. Disabled Student Development (DSD) has devised this checklist to help. Use this checklist to ensure programs are accessible.

ACCESSIBLE ENTRANCE

Is there an entrance that does not require the use of stairs?

- If no, add a ramp or lift if possible.
- If no, add an alternate route on level ground if possible.
- Or, relocate the program to an accessible building.
- Contact DSD to discuss accessibility of campus buildings or other available options.

Are there appropriate signs directing attendees to accessible entrances and bathroom facilities?

- If no, create and post directional signs through an accessible route.
- Contact DSD to discuss other options or the possibility of relocating your program or event.

Is the path at least 36 inches wide?

- If no, enlarge the pathway if possible.
- Relocate the program, or contact DSD to discuss other ideas.

Are curb cuts located in parking lot and drop-off areas?

- If no, contact DSD to discuss possible options for installing a curb cut.
- Relocate your program to area with greater accessibility.

Are there accessible parking spaces available near the accessible entrance?

- Contact DSD to discuss potential difficulties with parking or to discuss possibilities for relocating your program.

USABILITY OF RESTROOMS

Is there at least 1 fully accessible male and female rest room or 1 accessible unisex restroom?

- If no, reconfigure restroom or combine restrooms to create one unisex restroom if possible.
- Relocate the program, or contact DSD to discuss available options.

MEETING ROOMS

If the location for your event or program has multiple floors, is there an accessible elevator to the meeting room?

- If no, relocate program or contact DSD to discuss other potential options.

Is an accessible path of travel available to the meeting room?

- If no, relocate the program, or contact DSD to discuss other potential options.

Is the meeting room accessible for speakers and presenters? Can participants navigate easily in the space?

- If no, reconfigure to allow for more room (if area is not tiered and furniture is moveable).
- Contact DSD to discuss other possible options for accessibility for speakers and attendees.

ACCESSIBILITY CHECKLIST

PUBLICITY AND INVITATIONS FOR YOUR EVENT

Does your publicity/invitation contain information regarding reasonable accommodations?

- If no, be sure to include a statement about how a person can obtain accommodations for the program, such as, "If you need an accommodation to fully participate in this event, please contact…" Then, be sure to include your name and contact information so that a person with a disability can get in touch with you about accommodations.

ACCOMMODATION REQUESTS FROM PARTICIPANTS

Has a participant, either audience member or speaker, requested an accessible meeting space?

- Make sure the location is completely accessible for the participant by using this checklist.

Has a staff member been assigned to ensure that accommodation arrangements are handled appropriately?

- Designate one staff member to handle all accommodation requests. This person can be the liaison to DSD to discuss possible options for accommodations.

Has a participant requested an assisted listening system?

- Contact DSD to determine where to obtain an assisted listening device.

Has a participant requested a sign language interpreter?

- Contact DSD for assistance with scheduling an interpreter for your program.

Has a participant requested handout materials in an alternate format?

- Contact Carlos Taylor in the Adaptive Computer Technology Lab (765-285-6124) to learn about putting a handout into Braille or another electronic format for a visually impaired person.

If a video or video clip is part of the program, are the videos equipped with captions for participants with hearing impairments?

- When purchasing or renting audio/video materials, request one with closed caption capability.
- If a captioned video is not available, contact Jeff Bowers of the University Teleplex (765-285-2766) to discuss having your video captioned.

CONTACT US

Do you have questions about this form, our services, or disability access at Ball State?

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