

## Accessibility Checklist for Special Events

This document is based on various chapters in Access to Parks Guidelines and is intended to facilitate planning an accessible Special Event. It is especially directed toward park sponsored special programs to which the general public is invited. For private events such as weddings, special accommodations may be necessary.

Event coordinators should review current Access to Parks Guidelines (ATPG) chapters on Special Events and all of the areas listed in headings below for more detail. Please feel free to call the Accessibility unit at (916) 445-8949, and we'll help in any way we can.

### **Event Publications**

\_\_\_\_\_ Do advance publications include phone numbers for individuals requesting special accommodation?

\_\_\_\_\_ Do advance publications describe any special qualifications required of participants? (ability to traverse 3 miles of rough terrain, climb 112 stairs, etc.)

\_\_\_\_\_ Have hand-outs, maps, brochures, etc., for the public been reviewed for legibility by the Accessibility Section a minimum of two weeks before scheduled printing date?

\_\_\_\_\_ Are large print or other alternative format versions (transcripts, diskettes, audio) available or can they be provided if requested?

### **Exhibits**

\_\_\_\_\_ Have private vendors been provided with at least this checklist on accessibility requirements for exhibits/routes of travel/sales areas (see below)?

\_\_\_\_\_ Have park exhibit plans been reviewed for font, color, size, etc., and approved by the Accessibility Section two weeks prior to event?

### **Parking**

\_\_\_\_\_ Are proposed additional parking areas on accessible routes?

For parking spaces, including added spaces, the following minimum numbers of designated accessible and van accessible spaces apply:

<u>Total Spaces Provided</u>	<u>Total Accessible Spaces required/</u>	<u># Van Accessible Spaces (VAS) Included</u>	
1-25	1/	including 1 VAS	
26-50	2/	including 1 VAS	
51-75	3/	including 1 VAS	
76-100	4/	including 1 VAS	
101-150	5/	including 1 VAS	
151-200	6/	including 1 VAS	
201-300	7/	including 1 VAS	(OVER)

**Parking** (continued)

301-400	8/	including	1 VAS
401-500	9/	including	2 VAS
501-1000	2% of total/	including	3 VAS

**Visitor Information/Sales Areas**

- \_\_\_\_\_ Do at least 25% of all checkout areas have aisles at least 36" wide?
- \_\_\_\_\_ Are counter tops between 28 and 34" high?
- \_\_\_\_\_ Are front reaches (to brochures, souvenirs, books, etc.) between 15" and 48" and side reaches between 9" and 54"?
- \_\_\_\_\_ If these standards can't be met, is a sign posted stating, "If you need assistance, please ask"?

**Restrooms**

- \_\_\_\_\_ If added for the event, is there at least 1 accessible portable restroom at each location?
- \_\_\_\_\_ If portables are provided in groups of 10 or more at a location, are there at least 2 portables for every 10 units?

**Assembly Areas**

- \_\_\_\_\_ If requested, or if a significant part of the event is a group presentation, will a Certified Sign Language Interpreter be provided?

Assembly/presentation area seating requirements are:

<u>Seats</u>	<u>Wheelchair Spaces w/companion seating</u>
1-25	1
26-50	2
51-300	4
301-500	6
Over 500	6 + 1 per hundred

- \_\_\_\_\_ If there are more than 300 seats, are the wheelchair spaces dispersed in different locations (including shaded locations)?

\_\_\_\_\_ Are provided wheelchair seating areas a minimum of 30"x60"?

\_\_\_\_\_ Are stages and paths of travel to them accessible?

**Routes of Travel**

- \_\_\_\_\_ Are intended routes of travel through the event, exhibits, parking, restrooms, food booths, etc., firm and stable and sloped no more than 5%?
- \_\_\_\_\_ Have obstructions or uneven surface elements (roots, bumps, pavement rises, or gaps) been eliminated or mitigated?

**Remember** to review relevant chapters in the current Park Accessibility Guidelines (Access to Parks Guidelines).