



Special Event Accessibility Tips

This document is meant to help give event organizers ideas for improving accessibility at their special events – this is NOT a list of requirements.

Parking

- The proper number of parking spaces are accessible and clearly labeled. One in every six accessible parking spaces is van accessible. See ADA website for details.
- There is clear signage leading drivers to the accessible parking area(s).

Navigating the Event Site

- People using mobility aids (wheelchairs, canes, walkers, etc.) can access all activities and attractions of the event, regardless of whether they themselves can participate in those activities.
- Event signage is not highly stylized, embellished, or glossy, and is well-lit.

Bathrooms

- 5% of all toilets (rounded up) are accessible, with a minimum of one. Some portable toilets are advertised as accessible, but do not have sufficient space to be truly accessible. Consult ADA website for details.
- Baby changing stations are available at the event site for all parents and guardians.
- Sinks, soap, hand sanitizers, and other hygiene products are at heights accessible by wheelchair users and people of small stature (such as people with dwarfism or young children). Step stools are provided to increase accessibility for those of small stature but are stored out of the way when not in use.

Goods & Services Access

- If an event serves food or hosts food trucks, commonly asked-for items (i.e. condiments, napkins, silverware, etc.) are available at an accessible table.
- Tables available for use by eventgoers are of heights accessible to wheelchair users and have openings for wheelchair users to access.
- Video and audio experiences are closed captioned, or a printed document of the lyrics, dialogue, or speech can be provided upon request.

Health & Safety

- If an event is outdoors, an accessible shelter is available to eventgoers at all times to offer shade/reprieve from weather conditions.
- Drinking water is available for all eventgoers and staff/volunteers. Wheelchair users and those of short stature have access to drinking water. Straws are available.

- If pets are welcome at an event or if animals are present as part of the event, this is disclosed in the promotional materials.

Cultural Considerations

- When possible, the event is not held on a date that conflicts with any major cultural or religious celebrations or observances.
- If the event serves food or hosts food trucks, options for those with various dietary restrictions are available.
- If alcoholic beverages are offered at the event, a comparable number and similar variety of non-alcoholic beverages are provided.

Marketing & Promotion

- Publish digital promotional materials as PDFs, not as images. Images cannot be read by screen readers.
- Promotional material design suggestions:
 - avoid highly stylized or cursive fonts, use sans serif (i.e. Arial) when possible
 - only use 2 or 3 different fonts
 - avoid small font sizes (ADA suggests 16-point or larger for posters/flyers)
 - avoid using “all caps”
 - avoid underlining text – use italics or bolding instead
 - choose text and background colors with high contrast
 - do not overlap graphics and text

Volunteer & Staff Education

- Remind staff/volunteers to respect the autonomy of all eventgoers, regardless of cognitive or physical disability.
- Instruct staff/volunteers to ask for consent before attempting to assist eventgoers with disabilities.
- Remind staff/volunteers that not all disabilities are visible and instruct them to offer the same resources to all eventgoers upon request, regardless of whether their disability is visible.
- Educate staff/volunteers on the difference between pets and service animals.

