# UTSA Event Accessibility Checklist

UTSA is committed to promoting equal access to all university programs and activities and requires event planners to comply with state and federal laws and UTSA policies regarding accessibility for those with disabilities. The checklist below is intended to assist event planners in identifying common accessibility considerations; however, because each event is unique, the checklist is not comprehensive. Remember, if someone asks for accommodation, you may ask them for specifics on what they require. You may not ask them to describe their disability. If you have any doubt whether accommodation is required, please check with your Event Manager or the UTSA ADA Coordinator. For additional information, please see [More ADA Resources | ADA Disability Resources | UTSA | University of Texas at San Antonio](https://www.utsa.edu/ada/resources.html).

* Advertising

1. All notices, registration forms and announcements for the event include disability access information, such as availability of accessible materials and location of ADA accessible parking/transportation and a contact person (email address, phone number, and mailing address) to request accessibility accommodations prior to the event.

* Physical Accessibility
  1. An accessible route exists from the street to the event. Consider access to ramps and elevators, as appropriate.
  2. Pathways and aisles are wide enough to accommodate wheelchairs and scooters and are free of barriers/loose cables.
  3. Clear signage directs participants to the location of accessible facilities, features, and amenities.
* Parking
  1. Sufficient accessible parking exists as close as possible and on an accessible route to the event entrance. Event Managers will assist with identifying temporary accessible parking, if necessary.
  2. Accessible parking, including temporary accessible parking, is marked with clear signage.
  3. Accessible parking is not blocked or impeded during the event.
* Transportation
  1. If the event includes transportation, wheelchair accessible vehicles are available and advertised as available to the public.
  2. An accessible route exists from the public transportation stop to the building or venue entrance.
* Amenities, Facilities & Features
  1. Any amenities, facilities and/or features included in your event should be made as accessible to all as possible.
     1. Accessible restrooms/toilets are within 200 ft of the event’s location. If portable toilets are provided, each cluster of portable toilets must have at least one accessible portable toilet and 5% of the toilets in each cluster must be accessible.
     2. Accessible drinking fountains or sources of drinking water are provided if regular drinking fountains are provided.
     3. If food or beverages are provided, the service is located on an accessible route. In the event of a large event with multiple food areas, food areas will be located to the greatest extent possible on accessible routes.
* Seating
  1. Approximately 5% of the provided seating is wheelchair accessible and includes one (1) companion seat each. Wherever possible, accessible seats are dispersed throughout the venue.
  2. If an ASL interpreter is provided, seating with an unobstructed view is provided.
* Platforms and stages
  1. If a stage or platform is provided, it is accessible by means of a ramp or portable wheelchair lift.
  2. If a dais or podium is provided for the public, an accessible dais or podium should also be provided if requested.
* Communication Access
  1. Provide notice in your advertisement to reach out for accommodation. An advance request for real-time captioning or ASL interpreters generally must be provided.
  2. If a microphone is provided for public participation, the microphone cable should be long enough to serve accessible seating areas, or a wireless unit should be provided.
  3. Materials and media are accessible:
     1. Film or video presentations should be captioned.
     2. Printed materials can be available, upon request, in alternative formats such as large print, digital, Braille or audio. (Large print copies of 18point, sans serif font is recommended).
     3. Assistive Listening Devices (ALDs) should be available at larger events or upon advance request.
* Service Animals
  1. Service animals, defined as any dog [or miniature horse] that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability, may accompany a disabled individual to any event at UTSA.
* Other
  1. Dietary restrictions.
     1. Consider providing alternative options within the food and beverage offerings (peanut-free, alium-free, vegan, vegetarian, etc.).
  2. Sensory Challenges/Nursing Parents
     1. Consider providing access to a quiet room.
     2. Consider providing a cooling unit.
  3. Mobility equipment requests
     1. UTSA does not provide wheelchairs or other mobility-assisted devices.