



UCCDM Accessible to All Meetings & Events Checklist

This checklist is intended to be used as a guide when planning, or sponsoring events by any UCC affiliated group, and does not ensure every possible point of accessibility. The checklist contains general suggestions to improve accessibility; you are encouraged to be aware of and sensitive to the needs of possible participants and to watch for potential barriers that may impede participation.

Please indicate the type of meeting/event being planned or sponsored?

(For UCCDM purposes only)

- Conference Association Regional
 National Local Church Other: _____

1. Has the UCCDM brochure "A2A Etiquette: What You Should Know" been shared with event planners/coordinators, staff and other persons assisting with hosting this meeting/event?

- Yes No

2. Does the venue have accessible parking, reserved by the International Symbol of Access, located as near as possible to accessible entrance(s)?

- Yes No



- 3. Does the event venue building have accessible exterior and interior doorways, walkways, interior spaces, including at least one accessible restroom? (If only one accessible restroom, must be unisex.)**
 Yes No

- 4. If multiple buildings are being used (including nearby hotels), are traveled pathways paved, at least 4' wide, and are ramps located at street corners to accommodate mobility devices?**
 Yes No

- 5. If the distance between buildings (including nearby hotels) for meeting spaces are greater than one block walking distance, is accessible transportation assistance (shuttles or carts) provided?**
 Yes No

- 6. Can scooters or other mobility equipment be made available for rent if requested in advanced?**
 Yes No

- 7. Does the event registration form include space for participants to identify particular needs requests?**
 Yes No Notices and announcements for the event include information for contact person, so registrants may request accessibility accommodations.

- 8. Will event planners be able to make arrangements for an American Sign Language interpreter should one be needed on site for meetings?**
 Yes No

- 9. Will event materials/handouts be available online in an accessible format for use with screen readers?**
 Yes No

- 10. Will large print reading materials be available?**
 Yes No

- 11. Will online registration forms be in accessible format for use with screen readers?**
- Yes No N/A, no online registration available for this event/meeting
- 12. Will ADA accessible staging be used for the event/meeting, so individuals unable to use stairs may participate in speaking roles?**
- Yes No
- 13. Are seating areas for meeting and dining arranged with open spaces for persons using mobility devices, for ease of maneuverability? (Minimum 4' open aisles when no chairs are along the path, or 8' for aisles between tables where chairs are used along path.)**
- Yes No
- 14. Will seating be arranged so persons using mobility devices may sit at spaces other than the rear of the room, so as to be included in the gathering?**
- Yes No
- 15. Will reserved seating be available, and identified, near the front for persons having visual or audible impairments?**
- Yes No
- 16. Will hearing assistive devices be provided and used?**
- Yes No Yes, if requested in advance.
- 17. Will menus include reference to sensitivity to food allergies and offer vegetarian, gluten and sugar free options if communion, meals and snacks are served?**
- Yes No Options available by advance request.
- 18. Will a "Quiet Room" with access to the event via webcast or speakers, and voting capabilities for delegates, be designated and available for persons who may experience sensory overload during the event?**
- Yes No
- We will have a Quiet Room with alternate access to the event, but no voting capabilities.

19. Are breaks scheduled at 2.5 hour intervals to accommodate persons needing to stretch or otherwise move about, so as not to miss portions of the event/meeting?

Yes No

20. If housing is needed for events lasting more than one day, are event planners able to reserve ADA compliant rooms for attendees who request them in advance?

Yes No

Comments: (Is there anything else you would like UCCDM to know about the accessibility of your event?)

If answering yes to these questions has proven difficult, please consider reviewing the UCCDM Accessible to All ("A2A") guide "Any Body, Every Body, Christ's Body", available at www.uccdm.org.