How do planners and organizers make sure events are accessible to all?

Tell Me

1. When planning events it is important to consider individuals with disabilities who may attend the events.
2. Accessible planning should include the faculty, staff, students and campus visitors who may need accessible features in order to participate in events.
3. Planning should consider accessible parking, pathways, restrooms, and appropriate access for individuals who may have visual, auditory or mobility impairments.
4. A request for event accommodations should be addressed early to ensure that services can be arranged.
5. See this checklist for planning an accessible event.
6. It is essential to provide public notification about requesting accommodations as well as to hold events in accessible locations. Include a statement at the foot of the event announcement informing individuals about whom they should contact in order to request an accommodation.

Sample Notification Statement:

*UNCC Charlotte is committed to having an accessible campus for individuals with disabilities. To request accommodations under the Americans with Disabilities Act (ADA), individuals should complete a request form at [https://accessibility.uncc.edu/webform/requesting-services-events](https://accessibility.uncc.edu/webform/requesting-services-events) or email the request to accessibility.uncc.edu, or contact the Office of Disability Services at 704-687-0040 (tty/v). Requests should be made at least 7 business days prior to the event.*

Related FAQs

- How do employees request a workplace accommodation at UNCC Charlotte?
- What is accessibility?
- Do employees have to provide verification of disability if asking for a workplace accommodation?
- Who will receive information about my health condition and/or my request for a workplace accommodation?
- What steps do supervisors take when an employee asks for an accommodation?