

Access Before Attendance Checklist

A pre-event accessibility check for organizers - complete this before you advertise, register, or invite people.

Before you publish: Confirm what is actually available. If something is unknown or unavailable, say that clearly in the event listing instead of making attendees investigate after they arrive.

1. Event Basics

Event name: _____

Date / time: _____

Venue / address: _____

Access contact: _____

Contact method: _____

2. Arrival & Transportation

- ☐ Clear directions are available before the event, including which entrance to use.
- ☐ Public-transit information is included when relevant.
- ☐ Accessible parking or drop-off information is confirmed and described.
- ☐ The route from parking / transit / drop-off to the entrance is usable and clearly explained.
- ☐ Any stairs, steep hills, long walking distances, construction, or difficult terrain are disclosed.
- ☐ An arrival contact is available if someone has trouble finding or entering the space.

3. Physical Access & Seating

- ☐ A step-free entrance is available, or the event listing clearly states if it is not.
- ☐ Doorways, aisles, and main routes have enough clearance for mobility devices.
- ☐ Accessible restrooms are available and their location is known.
- ☐ Seating is available, even if the event is usually standing-room.
- ☐ People can choose different seating positions or move seats when needed.
- ☐ Mobility aids can remain with the person rather than being stored away.
- ☐ If a stage, activity area, or breakout space is used, its accessibility has also been checked.

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Continue checking the things people need to know before they decide whether attendance is workable.

4. Sensory Environment

- ☐ Lighting conditions are known and can be described in advance.
- ☐ Flashing, strobing, projections, or other intense visual effects are identified beforehand.
- ☐ Expected noise level is described, including amplified music, applause, crowd noise, or sudden sounds.
- ☐ A quieter area or lower-stimulation option is available when possible.
- ☐ Headphones, earplugs, sunglasses, hats, fidgets, and other regulation tools are welcome.
- ☐ Fragrance, smoke, fog machines, strong scents, or other known sensory triggers are disclosed.
- ☐ Attendees may step outside or take a sensory break without losing their place or participation.

5. Communication & Information

- ☐ The event description explains what will happen, not just the event title.
- ☐ A schedule, agenda, or rough sequence of events is available in advance.
- ☐ Important spoken instructions will also be available in writing when possible.
- ☐ Speakers will use microphones when amplification is needed.
- ☐ Captions, ASL interpretation, transcripts, or other communication supports are arranged when applicable.
- ☐ Presentation materials can be shared before or after the event when possible.
- ☐ Attendees have a way to ask access questions privately before the event.

6. Food, Water & Body Needs

- ☐ Food and beverage plans are described clearly, including whether food is provided or available for purchase.
- ☐ Known ingredients or allergen information can be provided when food is served.
- ☐ Attendees may bring their own food or water when venue rules allow.
- ☐ Water is reasonably accessible.
- ☐ People may take medication or use medical supplies as needed.
- ☐ Restroom availability and any limitations are disclosed before attendance.

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Check pacing, cost, and exit options before you publish.

7. Breaks & Pacing

- ☐ The schedule includes breaks appropriate to the event length.
- ☐ People can leave the room and return without being singled out.
- ☐ Attendees are not required to remain seated, standing, silent, or socially engaged for the entire event.
- ☐ Long sessions include information about when breaks will happen.
- ☐ An attendee who needs more frequent breaks has a workable way to participate.

8. Cost & Registration

- ☐ The full cost is stated before registration, including required fees or purchases.
- ☐ Any sliding scale, scholarship, free ticket, caregiver / support-person ticket, or reduced-cost option is clearly listed.
- ☐ Registration does not require unnecessary information or complicated steps.
- ☐ Cancellation, refund, and transfer policies are easy to find.
- ☐ If there is a financial barrier, attendees know who they can contact.

9. Exit, Re-entry & Leaving Early

- ☐ Attendees can identify exits and how to leave the event space.
- ☐ People may leave early without needing to publicly explain why.
- ☐ Re-entry is allowed when possible, and the policy is stated in advance.
- ☐ An attendee who becomes overwhelmed can step out without being treated as disruptive.
- ☐ Transportation or building-access limitations that could make an early exit difficult are disclosed.

Access Before Attendance Checklist

Turn your internal accessibility check into information attendees can actually use.

10. Before You Hit Publish

Final check: could someone make an informed attendance decision using only the information in your listing?

- ☐ Accessibility information is included directly in the event page or invitation, not hidden behind a request.
- ☐ The listing distinguishes confirmed features from things that may be available only by request.
- ☐ Known barriers are stated plainly instead of being omitted.
- ☐ The access contact and deadline for time-sensitive requests are easy to find.
- ☐ No one has to disclose a diagnosis just to ask a practical access question.

Copy-Ready Access Information Block

Use this as a starting point in your event listing. Delete anything that does not apply and replace the blanks with confirmed information.

Accessibility:

Entrance / mobility access: _____

Accessible restroom information: _____

Seating: _____

Sensory environment / expected noise and lighting: _____

Quiet or break space: _____

Captions / interpretation / communication supports: _____

Food and water information: _____

Parking / transit / drop-off: _____

Cost or reduced-cost options: _____

Breaks / ability to leave and return: _____

Known barriers or limitations: _____

Questions or access requests: _____

What still needs to be fixed before this event is advertised?

Who is responsible for those fixes?

When will the access information be updated?
