
Mayor's Office on Disability



City and County of San Francisco
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Director

ACCESSIBLE PUBLIC EVENT CHECKLIST

It is the policy of the City & County of San Francisco that all public meetings and events that are organized and hosted by City Departments and / or their contractors, are physically and programmatically accessible to people with disabilities. This checklist has been developed to assist event planners in ensuring that the facility and event set-up comply with Federal and State disability access laws.

Designated department staff, including Departmental ADA Coordinators, is responsible for referring to this material and ensuring that site accessibility has been verified before the event.

HOW TO USE THIS CHECKLIST TO ENSURE THE EVENT IS ACCESSIBLE TO ALL

Step 1: Create an Accessible Meeting Notice.

Include an Accessible Meeting Information paragraph as part of each of your notices including meeting agendas, e-mails, and website postings. Review **Section 1** of this checklist for sample notices.

Step 2: Choose an Accessible Site or Location

This means you may have to visit the site beforehand and survey the accessible route, parking, and restrooms before you select the location. Review **Section 2** of this checklist for accessibility basics.

Step 3: Create an Accessible Set-Up

How you set up the seating, tables, podium, microphones and media screens can make the difference between an accessible event and one with avoidable barriers. Review **Section 3** of this checklist.

Step 4: Provide Effective Communication at the Event

There are many features that contribute to effective communication. Some must be provided for all events, while others must be provided when the event reaches a threshold size. See **Section 4** for some examples.

Step 5: Ask for Help When you Need It

Your Departmental ADA Coordinator and the Mayor's Office on Disability are here to help. It is better to ask if you don't know the answer, then to risk discriminating against someone who wanted to participate in your event, but was unable to do so because of the barriers. **See Section 5** for resources.

SECTION 1

ADVERTISING THE EVENT: HOW TO CREATE AN ACCESSIBLE MEETING NOTICE

1. All notices and announcements for the event or meeting must include a description of the accessible physical features and other programmatic accommodations provided on site. It is citywide policy that ***all sites used to host public meetings must be ADA compliant.***
2. All notices and announcements for the event or meeting must include a contact person to request disability accommodations such as ASL interpreters, Real-Time captioning, materials in alternate formats, etc.
3. If maps about the event are provided, they should include the location of accessible features, such as accessible restrooms, accessible parking, accessible seating, etc.
4. If applicable, the notice shall include directions to the site via accessible public transit routes.
5. Notices that are posted on your website or distributed via e-mail must be screen reader compatible so they may be “read” by people who are blind or low vision. When posting the notice as an attachment, use either a word document, or a “smart” pdf¹, or include all of the pertinent information as text in the body of the e-mail message.
6. Notices that are posted on your website or distributed via e-mail that contain graphics, photos, maps etc. must have those images described using alternative text.

SEE SAMPLE ACCESSIBLE MEETING NOTICES ON NEXT PAGE

¹ Resources for creating screen reader accessible documents and alt tag enabled images

<http://www.adobe.com/accessibility/>

Accessing Adobe pdf's with Assistive Technology

<http://www.adobe.com/accessibility/pdfs/accessing-pdf-sr.pdf>

SAMPLE ACCESSIBLE MEETING NOTICES

Accessible Meeting Information (Long Version)

[Site] is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available. Agendas are available in large print. Materials in alternative formats, ASL interpreters, real-time captioning and other accommodations will be made available upon request. Please make your request for alternative format or other accommodations, to **[name, phone, and email]**. Providing at least 72 hours' notice prior to the meeting will help to ensure availability.

The nearest BART station is **[Specific Info]**. Muni bus lines serving the area are **[Specific Info]**. Accessible curbside parking is available on **[Specific Info]**.

In order to assist the city's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the city to accommodate these individuals.

Accessible Meeting Information (Shorter Version)

[Site] is accessible to persons using wheelchairs and others with disabilities. Informational materials will be available in large print. Assistive listening devices, materials in other alternative formats, ASL interpreters and other accommodations will be made available upon request. Please contact **[Individual's, telephone and e-mail contact information]**. Providing at least 72 hours' notice will help to help ensure availability.

In order to assist the city's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the city to accommodate these individuals.

Accessible Meeting Information (Flyer / Limited Space Version)

[Site] is wheelchair accessible. Assistive listening devices and **[any other provided accommodations, such as materials in large print]** will be available at the meeting. To request real time captioning, an ASL interpreter or other accommodations, please contact **[Individual's, telephone and e-mail contact information]**. Providing at least 72 hours advance notice will help to ensure availability.

SECTION 2

HOW TO CHOOSE AN ACCESSIBLE SITE

An accessible site starts at the street. It is served by an accessible route that may include parking, a sidewalk, walkway, or ramp. The building entrance itself must be at grade level or served by a ramp or elevator. Whenever possible, the accessible building entrance should be the main entrance used by everybody. When this is not possible due to building age, then the path of travel to the accessible entrance should be clearly identified with directional signage. Once inside the building, there should be an accessible path that leads to the meeting rooms and the restrooms.

Transportation, Parking, and Arrival Points

The meeting or event is located close to accessible public transportation.

There is an accessible loading zone (white zone with curb ramp).

An accessible route is provided from the public transportation stop to the building or facility entrance.

If parking is provided, approximately 5% of the spaces (never < 1) must be accessible & approximately 17% of those accessible spaces must be van accessible (9' min width and 18' min length with an adjacent 5' or 8' -for lift van access-clear access aisle. The parking space and access aisle shall be level).

If the event itself includes transportation, wheelchair accessible vehicles must be available and advertised as available to the public.

Accessible Route to the Building or Site

An accessible route must exist from the street to the event and all event activities. An accessible route is defined as an unobstructed path that is firm, stable, and slip resistant, that connects all accessible features. It may include walks and sidewalks, and ramps and elevators. It shall be at least 36 – 48 inches wide. **STAIRS ARE NEVER part of an accessible route.** Grass is also not part of an accessible route.

All public events should have signage to direct the public to the location. **In the unusual situation in which the main route to the event is not accessible, the accessible route with directional signage must be provided.**

Restrooms at the Building or Site

Accessible restrooms must be provided at any meeting site. Where portable toilets are provided for the general public, for every bank of toilets at least 5% (10% recommended) shall be ADA compliant.

Other Building Features

When drinking fountains are provided, they shall be accessible.

When telephones are provided, they should be accessible.

SECTION 3

HOW TO CREATE AN ACCESSIBLE SET-UP

Seating and Tables at the Event

Always maintain a 36” minimum circulation aisle around tables and seating rows. 48” is preferred and for large seating arrangements, maintain 60” clear down the main aisles.

When seating is provided, a minimum of 5% must be wheelchair accessible & include up to 3 companion seats adjacent. Wherever possible, accessible seats must be dispersed at the front middle and back throughout the venue.

When the event includes either captioning or sign language interpretation for people who are Deaf or hard of hearing, be sure to reserve seating near the interpreters so that attendees may see the interpreter/captioning, or lip read.

Sometimes it may be necessary to place signs in the areas reserved for those people who are Deaf or hard of hearing, or for wheelchair users, to ensure the seating remains available to those who need it.

Interactive Community Engagement

If a microphone is provided for public participation, it must be accessible to everyone. This can include the use of the handheld microphone or a staff runner.

If a podium is provided for public participation, it needs to be located along an accessible route (served by an access aisle and not on a raised platform) and may require a high low microphone or a separate freestanding microphone adjusted to an accessible height.

An accessible route must be provided up to the art displays, exhibits, and poster boards. They should be positioned so they do not become a protruding object to people who are blind. A protruding object is defined as an element that encroaches 4 inches or more into the path of travel with its leading edge above 27 inches and below 80 inches above the floor.

If food or beverages are provided, the service must be located on an accessible route. Self-service items shall be reachable from a seated position at a table or countertop that is between 28" and 34" high. When dispensers are provided, they need to have accessible operating mechanisms that can be used without pinching or grasping.

SECTION 4

HOW TO PROVIDE EFFECTIVE COMMUNICATION

Printed materials are available upon request, in alternative formats such as large print, electronic versions, Braille or audio. (This generally requires an electronic version of any materials. Large print copies of 18 point, sans serif font are recommended).

Whenever video materials produced by the City and its contractors are used in the presentation, they must be either open or real-time captioned.

For meetings of 50 or more people, Assistive Listening Devices (ALDs) are available, along with appropriate signage on how to obtain them at the event (check MOD website for resources).

For meetings of 100 or more people, Real Time Captioning is recommended.

For meetings of 500 or more people, an American Sign Language Interpreter is recommended.

An oral description of visual material is available, either through the presenter or through pre-recorded audio files.

The meeting is accessible by speakerphone or audio conferencing.

Note:

Requests for Auxiliary Aids and Services & Other Accommodations

Title II of the Americans with Disabilities Act requires that local government entities must provide effective communication to persons with disabilities by providing auxiliary aids and services ***upon request and regardless of the meeting size***. Therefore, it is essential that public notices for the event include contact information for the individual

responding to such requests. It is reasonable to request 72 hours advance notice to ensure availability; however, ***City departments have an obligation to make a good faith effort to procure the requested services, even if they received the request at a later date.***

ADDITIONAL FEATURES FOR EVENTS OF OVER 500 PARTICIPANTS

PREPARING FOR EVENTS WHERE A LARGE CROWD IS EXPECTED

- 1. Fencing or other crowd control barriers are placed so as to isolate the work area from the main circulation path.**
- 2. Fencing and barricades comply with SF DPW Barricade Order.**
- 3. An accessible route at least 48 inches wide is maintained at the perimeter of the work area and adjacent curb ramps are maintained open and clear during the event set-up.**
- 4. The circulation route around the work site is FREE of protruding objects.** (Objects protruding 4 or more inches into the circulation route with their leading edges between 27 in and 80 in above the floor).
- 5. Where space considerations require that a specific area or accessible path of travel is temporarily obstructed during set-up, an alternate safe path MUST be provided along with signs alerting pedestrians of the detour AND staff assisting blind / mobility impaired individuals.**

Platforms and Stages

- 1. If a stage or platform is provided, it is accessible by means of a ramp (with a maximum running slope of 8%), wheelchair lift, or portable wheelchair lift.**
- 2. If a dais or podium is provided for the public, an accessible dais or podium (no higher than 34") is also provided.**

SECTION 5

RESOURCES

Consult with your Department's ADA coordinator

Every City Department with 50 or more employees has a designated ADA coordinator who is an individual knowledgeable about accessibility issues or at least has information on how to get additional help. For a list of CCSF departmental ADA coordinators, please visit [ADA Coordinator Contact List](http://sfgov.org/mod/ada-coordinators) (<http://sfgov.org/mod/ada-coordinators>).

Explore the MOD Website

While the Mayor's Office on Disability website is still under construction, there are some useful resources and links related to accessible event planning. You may want to browse through the lists of City-approved ASL interpreters & real-time captioning providers, partial list of accessible meeting locations, communication tips for individuals with specific disabilities, etc.

Feel Free To Contact Us!

If upon filling out or reviewing this form, it is apparent that additional information is required, or it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the **Mayor's Office on Disability** (415.554.6789 / mod@sfgov.org) to discuss possible alternative solutions or sites.