

2024

VENUE CHECKLIST



Site / Venue Checklist

This checklist is meant to help in selecting a site or venue that is inclusive and accessible. You can ask the venue if they're able to provide alternate solutions for any missing elements. You may need to address these or other issues based on specific attendee needs.

Entry	Y/N
Accessible main entrance that doesn't require using stairs or steps	
Entry doors are easy to open with min. width 36" (910 mm); revolving doors should not be the only option	
Clearly marked accessible parking spaces, in the closest proximity to the venue	
Accessible route to public transportation stops, accessible parking and passenger loading zones - includes curb cuts at raised sidewalks	

Guest Rooms (if applicable)	Y/N
Accessible bathrooms with roll-in showers and secure seating in shower	
Door locks and "peep hole" are at accessible levels	
Audible and visual emergency signals in guest room	
Min. 36" (910 mm) wide doorways and paths between furniture	

Service Animals	Y/N
Service animal allowed in venue	
Accessible toilet area for service animals	

Public Spaces	Y/N
Accessible public restrooms	
Accessible all-gender restroom	
Min. 36" (910 mm) wide walkways throughout	
Stairs are not required to get to event spaces, restrooms or amenities	
Accessible room for lactation purposes, includes a lock and power outlet	
Accessible elevators with min. 36" (910 mm) opening, and controls max. height 48" (1220 mm)	
Audible and visual emergency signals in halls, corridors, gathering areas, restrooms	
Front desk has an accessible section with max. height 36" (910 mm)	
Interior doors are easy to open with min. width 36" (910 mm)	
Clear signs make navigation easy from arrival to departure, including maps or directional signs that lead to event spaces	

Event Spaces	Y/N
Clear sight lines for interpreters and signers; raised and lit if necessary	
Large drop-down screens or large monitors with clear sight lines	
Microphones and amplified sound	
Seating for attendees with disabilities in multiple locations (e.g., close to the front, near an exit)	
Comfortable seating for various body types (e.g., heights, widths) and do not use only tall tables or stools for seating	
Food and beverage serving stations with accessible max. surface height 36" (910 mm), max. height reach to supplies etc. 44" (1118 mm)	
Min. 36" (910 mm) wide aisleways without stairs or steps	
Good air circulation with temperature control ability	
Ramp for presentation stage (if applicable)	