

Accessibility Conscious UCLA Seal Submission Form

Name of Event:

Department/Organization:

Name of Person Submitting:

Email:

Tel:

Event Location:

Date/Time:

To Start:

Identify a person (or persons) to be in charge of accessibility and accommodations, an [Accessibility Coordinator](#)

Name(s):

[Review the difference between accessibility and accommodation](#)

Familiarize yourself with all the [resources available](#) to help you put on an optimally accessible and accommodating event:

[Center for Accessible Education \(CAE\)](#)

[ADA/504 Compliance Office](#)

[University Committee on Disability \(UCOD\)](#)

[UCLA Office of Ombuds Services](#)

[Adaptive Recreation](#)

[Disabilities and Computing Program \(DCP\)](#)

Note: The above are just the main offices that provide disability resources, other offices and departments are happy to help as well!

When picking a venue:

Identify the 32-inch wide minimum accessible entrance into your venue

Entrance Notes:

Check all travel spaces for wheelchair accessibility:

30 inches wide for straight travels

48 inches long for passing

60 inches in diameter for turning

Travel Space Notes:

Find the accessible bathroom stalls within your venue

Accessible Stall Locations:

Identify where your closest companion (aka All Gender) bathroom

All Gender Bathroom Locations:

- Identify the elevators within your venue to access your event?

Elevator Locations:

- If any part of your event is outdoors, plan temperature-controlled shelter in case the need arises
- If any part of your event is indoors, identify the temperature controls (ie. Air-conditioned)
 - keep it between 50-80 degrees F
- If the indoor venue is not temperature controlled find these other solutions:
 - Fans
 - Personal heaters
 - Specify a lack of control over this situation in your publicity so guests can be aware before the event

Temperature Control Notes:

- Identify the locations of accessible drinking fountains and/or
- Plans for a beverage/hydration station where water can be distributed in cups

Drinking Fountains or Beverage Station Locations:

Plan the Access to the Venue:

- Identify the nearest parking structure with accessible parking spaces
 - Identify a back-up accessible parking in case of overflow

Primary Parking Locations:

Secondary Parking Locations:

- Identify your closest ride-share drop off zones are, if your event takes place between 7am and 6pm on a weekday

Ride Share Locations:

- Established an accessible route to your venue from:
 - Closest parking lot/structure
 - Ride-share drop-off locations
- Checked your accessible route for the following:
 - Curb Cuts: where the curb becomes flushed with the street to allow a wheelchair to cross the street
 - Flatness: incline presents a very difficult mobility obstacle. Avoid incline with routes that involve elevators
 - Lack of obstructions: Signage, scooters, and many other obstructions may not be a problem for an able-bodied person to get by, but wheelchairs need more space to get by

- Distance: Distance should be noted on pre-event materials so that persons with mobility disabilities can plan ahead.
- Ground Type: Loose ground type (sand, gravel) and grass can be quite difficult on persons with mobility disabilities and/or wheelchairs.
- Make signage to your event that clearly directs to accessible routes
 - Make sure signage is clearly visible from a wheelchair vantage point (43-51 inches high)
 - Make sure signage doesn't obstruct an accessible route

Accessible Route Notes:

Plan the Set-up of your venue:

- Prepare seating accommodations for all of the following:
 - Wheelchair usage—will not transfer: May need to remove one or multiple seats at the front of your seating.
 - Wheelchair usage—will transfer: May need to remove one or multiple seats at the front of the venue and seat the wheelchair next to the seat they will be transferring to.
 - Blind or low vision—Seating where the event can be clearly heard.
 - Deaf or hard of hearing—Seating where visuals, interpreters or captions can be clearly seen.
 - Ambulatory with mobility disability—Seating where the event can be enjoyed without obstructions. Path to seat is short and without incline or stairs.
 - Companion or aide—A disabled person may bring a companion or aide to help them throughout the event, be sure that they are seated next to each other

Set-Up Notes:

- Check the accessibility of the furniture:

AVOID:

 - Bar tables
 - Immovable furniture
 - Tables that have a crossbar or table legs that prevent a wheelchair beneath

Furniture Notes:

- Prepare to handle materials accommodations and alternate formatting for the following:
 - Wheelchair usage—Make sure all materials are within reach for a lower vantage point and for someone with limited upper body mobility.
 - Blind or low vision—Materials that can be converted into an accessible digital format or Braille (this can be a very difficult option) are good options. For persons with low vision guests larger print, clear fonts, bold face, and large contrasts between ink and paper colors can be the best solution for typed materials.

- Deaf or hard of hearing—Incorporate visuals, interpreters, ObiDuo or captions. NO YOUTUBE AUTO-CAPTIONS. For a hard of hearing guest, look into assistive listening device options for your venue and event.
- Ambulatory with mobility disability— Ensure that all materials are within reach for someone with limited upper and lower body mobility.

Materials Notes:

- Consider common allergens and medically-restricted diets in your food choices

Food Notes:

- Consider accessibility and accommodations for presenters with disabilities (ie. ramps to a stage, lowered microphones, etc)
- Reach out to presenters and event staff/volunteers for any accommodations they might need.

Presenter/Staff/Volunteer Accessibility & Accommodations:

Publicity:

- Give guests plenty of opportunity to privately request accommodations ahead of time:
- Create an RSVP form where accommodations can be requested and/or
- Make contact information for the accessibility coordinator available
- Place the Accessibility Certification Seal on your flyers marketing
- Add encouraging messages in your publicity demonstrating your commitment to accessibility and accommodations

Publicity Notes:

Prepare the Staff/Volunteers:

- Educate your staff and volunteers to all the accessibility and accommodation options so that, if asked, they can give helpful, well-informed answers to guests
- Encourage staff and volunteers are sensitivity and helpfulness to any accessibility or accommodation issue that may arise!

Staff/Volunteer Preparation Notes:

Additional Notes: