

Oklahoma State University Accessibility Checklist for Student Organizations

This document was created to support students, faculty, and staff in the planning and implementation of programs and initiatives on and off campus. Please review the following recommendations and requirements during the planning stages of your organization's events and programs. For any additional information please contact the Student Disability Services office at 405-744-7116, Meeting and Conference Services at 405-744-5232, or the Department of Leadership and Campus Life at 405-744-5488.

Facility Features and Accessibility

Venue Exterior Features

Entrances and Door Requirements

	Is the primary entrance accessible by a ramp, lift, or curb cut sidewalk?
	Does the primary entrance door have an opening that is no less than 32 inches wide and can open up to 90 degrees?
	Is there an automatic door with a working ADA button or that will open without the use of considerable force?
	Do non-accessible entrances have signs that indicate where the nearest accessible entrance is located?

Sidewalks and Ramps

	Are sidewalks in front of or around the facility slip-resistant and level? (Free of cracks, dips, and drop-offs.)
	Is the pathway to the facility barrier free? <ul style="list-style-type: none">• Pro tip: Sidewalks and pathways that require transitions to another pathway or walkway to get around barriers are not accessible, and should be avoided.
	Are building ramps equipped with handrails and a level landing space at the top?

Parking

	Are there accessible parking spaces close to the accessible entrance for the building? If not, do attendees know where such parking is located?
	Are these accessible spaces clearly marked with the international symbol of accessibility and can fit a normal sized vehicle?
	Is there an accessible path of travel between accessible parking spots and surrounding sidewalks?

Building Signage

	Are the names of each building clearly marked on the sides of the building?
	Are accessible entrances clearly visible and marked on or near such doors to ensure they can be easily found?
	<p>Are maps/directions to the location up-to-date and accessible via a screen reader or app like Google Maps?</p> <ul style="list-style-type: none">• Pro-tip: Walk as many routes as possible to the location of the event to determine any barriers someone might face when traveling to the event. Utilize apps like Google Maps to troubleshoot any inaccuracies of directions to the location.

Venue Interior Features

Elevators

	Is there a working elevator in the building in which your event or meeting will take place?
	Are elevator buttons and floor signs equipped with braille writing or tactile indicator denoting the purpose of the button?

Hallways

	Are the room names or numbers clearly marked outside each room on signs, and do those signs also contain braille writing?
	Can hallways be easily navigated by individuals with visual or mobility impairments? <ul style="list-style-type: none">• Pro-tip: Make sure that hallways are free of dangers or obstructions, and if they cannot be removed, make sure individuals are made aware of them (ex: wet floors, benches, etc.)

Seating and Room Set-up

	Are seats permanently attached to the ground and cannot be moved? <ul style="list-style-type: none">• Pro-tip: A room that allows for moveable chairs can alleviate accommodation issues and make the space more easily navigable.
	If your room does have permanently affixed chairs, have you located the suitable area where individuals with mobility concerns can be seated? <ul style="list-style-type: none">• Pro tip: When using a classroom for a meeting or event, these spaces will often be found at the front of the room with a large table marked with an ADA symbol.
	Are the aisles and paths between seats at least 3 feet wide?
	For individuals who have stability concerns, are there stable seat backs or seat arms that individuals can use for sitting and standing?
	For participants who might be using a service animal, is there space for that animal to sit near the individual?
	Will participants need to move the seating arrangement for an activity or discussion? <ul style="list-style-type: none">• Pro-tip: Consider how that might work for individuals with visual or mobility impairments. If possible, have the group come to these individuals to mitigate any struggles or difficulty. Also keep in mind the physical requirements of your activity.

Bathrooms

	Are restrooms in the facility easily accessible and located near the event or meeting location?
	Are there single person or family restrooms available for use in the facility?
	Are bathrooms located on every floor of the facility or will attendees need to move between floors to access the bathroom?
	Have the locations of accessible bathrooms and single/family bathrooms been communicated to attendees?

Audio and Visual Elements

Audio

ASL Interpreter

	<p>Have you researched resources or ASL interpreters in your area for your event?</p> <ul style="list-style-type: none">• Pro tip: This doesn't mean you need to have an interpreter present at every event. However, it is good to know where you can find one and how much their service may cost if you need one. Many interpreters/interpreting services have a required date of notification by which you must place a request for their services.
	Have you scheduled your event at a time that allows the interpreter enough time to travel between the event and their current location?

Video and Movies

	Does the event space have working speakers that are loud enough for attendees to hear audio?
	<p>Do all videos or films being shown have closed captions turned on?</p> <ul style="list-style-type: none">• In the event that the video being shown does not have captions provided, you can create captions for the video (such as on YouTube) or through use of specific applications like Live Caption.

Visuals

	Does the event space have working speakers that are loud enough for attendees to hear played audio?
	<p>Do all videos or films being shown have closed captions turned on?</p> <ul style="list-style-type: none">• In the event that the video being shown does not have captions provided, you can create captions for the video yourself (such as on YouTube) or through specific applications like Live Caption. Lack of captions on a video is not a sufficient

Presentations

PowerPoints and Handouts

	Is the presentation free of bright and/or contrasting colors that would strain the eye or cause difficulty in viewing the presentation?
	<p>If an interpreter is present, does the presentation area have enough space for an interpreter to stand and visibly sign?</p> <ul style="list-style-type: none">• In addition, if the lights are dimmed for the presentation, make sure there is sufficient lighting on the ASL interpreter.
	<p>Have you made the presentations and handouts available in alternative formats upon request such as physical or online copies?</p> <ul style="list-style-type: none">• Pro Tip: While not a substitute for immediate availability of an accessible format, a good practice is to include the text “Accessible format available upon request” on any physical handouts or presentation materials. This can easily be placed in the footer section of a document or at the bottom/first slide of a presentation
	Do documents utilize a sans serif font (such as Arial, Calibri or Comic Sans) with text no smaller than 14 pt font?

Noise and Volume Considerations

	<p>Does the room have a microphone installed or did you request for one to be added to the room?</p> <ul style="list-style-type: none">• Pro tip: During the event, do not ask “Can everyone hear me?” as those who cannot hear you are not likely to respond. Instead, use the microphone so that all attendees can hear you.
	<p>If participants will be engaged in a panel or Q&A discussion, have you made sure microphones are available for them to use?</p>
	<p>Have you mitigated outside noises by closing any open doors or windows?</p>

Food and Beverage

	<p>Are food service areas no higher than 36” so that they can be reached by individuals in a wheelchair or those who have other mobility issues?</p>
	<p>Have you asked guests about potential food allergies or dietary restrictions prior to the event? Have you properly accommodated those needs?</p> <ul style="list-style-type: none">• Pro-tip: Always have a plan for vegan, halal, kosher, gluten-free, non-nut, or other types of dietary restrictions, even if you do not order them for the event!• Pro-tip: Make sure to check the world religions calendar to check if specific religions are practicing fasting or if a holiday includes specific food restrictions!
	<p>Can an individual with mobility or visual impairments safely and easily navigate between tables and serving areas?</p>
	<p>Can drink stations and water fountains be easily navigated by individuals with visual and mobility impairments?</p>
	<p>Are all foods and beverage stations clearly marked stating what they are and any ingredients used in making the item? (ex: contains nuts, contains dairy, etc.)</p>

	<ul style="list-style-type: none"> • Pro-tip: Many individuals cannot be in a room where these items, particularly certain nuts, are being consumed. When possible, avoid serving foods with these items in them at all.
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Transportation

	If events or meetings are taking place on campus, are they within a reasonable walking distance? (Less than a mile preferred.)
	If the event is happening off-campus, have you provided handicap-accessible transportation? If not, have you communicated accessible transportation options available to attendees?

Advertising Flyers and Social Media

Accommodation Requests/Concerns

	Does your flyer include a statement that clearly identifies a contact person (name, email, and phone number) and the date that accommodation needs should be communicated?
	Have you made sure that each accommodation request has been fulfilled prior to the event?

Font and Design

	Is your flyer printed on standard 8.5”X11” paper with font no smaller than 12 pt?
	Are these flyers available in physical and digital formats?
	<p>Are the flyers free of unnecessarily bright contrasting colors that could hurt someone’s eyes or cause difficulty viewing the content on the flyer?</p> <ul style="list-style-type: none"> • Pro tip: You can use the Accessibility Checker in Adobe Acrobat Pro to determine if a digital version of the flyer meets all standards for accessibility. For more information, go to https://www.adobe.com/accessibility/products/acrobat/using-acrobat-pro-accessibility-checker.html.
	Have you added text to the flyer stating “Accessible format available upon request”?

Social Media

	<p>Have you made sure that important information and links are posted in the body of your posts?</p> <ul style="list-style-type: none">• Pro tip: Screen readers can help students read information from social media, but they cannot read information posted on graphics. This means that any information, such as links or dates and times, would be inaccessible to students with visual impairments.
	<p>When utilizing hashtags, are you capitalizing the first letter of every word?</p> <ul style="list-style-type: none">• Pro tip: This is called Camel Backing, and is the difference between #screenreaderdemo and #ScreenReaderDemo. By capitalizing each word it makes hashtags easier to read, especially for screen reading software.
	<p>Have you avoided the usage of confusing acronyms in your post that some may not understand?</p>
	<p>Have you added alternative text to all images on social media for users with visual impairments?</p> <ul style="list-style-type: none">• Pro tip: Adding alternative text can be somewhat confusing, but once you do it once it will come naturally. Google is full of guides for alternative text settings for social media.• Twitter Instructions• Instagram Instructions

Sensitive Materials Warning

	<p>In the event that your event or presentation deals with sensitive or traumatic topics, have you given all attendees proper warning about these topics?</p>
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Service Animals

	<p>Have you ensured that all services animals are allowed at events?</p> <ul style="list-style-type: none">• Pro tip: If you have a question or concern about whether an animal is a service animal, be aware you're only allowed to ask two questions – 1. "Is this a service animal?" and 2. "What task is the service animal trained to do?"
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	<p>Emotional support animals are NOT allowed at student organization events.</p> <ul style="list-style-type: none"> • Pro tip: If you ask a person if the animal is a service animal, and they answer that it helps them with anxiety or other emotions, this is NOT a service animal and should not be allowed into the meeting or event. Individuals must be able to answer question 2 about the specific task their animal performs.
	<p>If you need to lead an attendee to special seating or another area, are you walking to the front and to the side of the animal so they can see you at all times?</p>

Emergency Planning

	<p>Have you established an emergency evacuation plan for all participants, including individuals with impairments?</p> <ul style="list-style-type: none"> • Pro-tip: Never assume that all individuals with impairments need special help in an evacuation. You should however have a plan in place just in case someone does.
	<p>Are the nearest emergency exits clearly marked and lit throughout the facility?</p>
	<p>Should your event or meeting not be on the first floor, have you located the nearest area of refuge for participants needing evacuation assistance?</p> <ul style="list-style-type: none"> • Pro-tip: In the case of an emergency, using the elevator is ill advised for safety reasons. Instead guide these individuals to an area of refuge and call emergency officials. They will come to that area and get them to safety. Do not try to get these individuals down yourself.

Conferences at OSU

	<p>When considering facilities and programming, have you followed the points outlined above?</p>
	<p>Have you met with the appropriate parties to ensure your conference contains minimal accessibility concerns?</p> <ul style="list-style-type: none"> • Pro tip: If you are hosting a conference on campus, Meeting and Conference Services and Disability Services can help you ensure that there accessibility concerns are minimized.