Guidelines for Planning Accessible Events

Are you planning a campus-wide event? Is it open to the public? Is your event accessible to individuals with disabilities in the campus community and the community at large? To help ensure that your event is accessible to all, please use the following guidelines when planning your next university sponsored event.

ACCESS TO INFORMATION

- Make sure your promotional materials, handouts brochures, invitations, etc. can be made available in alternative formats for people with disabilities.
- Be sure to inform the campus community of this availability with a statement similar to the following example:

This (flyer, registration form, brochure, etc.) can be made available in alternative formats for people with disabilities. Contact (name of person in your department and/or event coordinator) for more information.

PROGRAMMATIC ACCESS

Make sure the campus community and the public are aware that accommodations can be made for people with disabilities by including the following statement on promotional brochures, flyers and other materials:

Please indicate if you need special services, assistance, or accommodations to fully participate in this event or program by contacting (name of person in your department and/or event coordinator) at (phone # and email address).
Please notify us by (a 7-day deadline is deemed reasonable).

- Make sure the facility you are planning to use for the event is barrier-free. This is especially important when selecting an off-campus site for the event.
- Make sure there is appropriate space for wheelchair seating.
- Make sure appropriate seating is arranged for individuals who need to see interpreters.
- Make sure the restrooms and entrances are accessible.
- Make sure you arrange for appropriate accommodations, such as interpreters, in advance.
- Ensure there are dining alternative options for attendees who have dietary restrictions (vegetarian, kosher, vegan, gluten-free etc.).

For student accommodations, please contact KSU Student Accessibility Services at 330.672.3391 or sas@kent.edu.

For assistance in arranging for interpreting services for your event, please contact University Events and Conference services at uecs@kent.edu to submit your request. The request should be submitted when the event date and location has been finalized and no later than seven (7) days prior to the event date.

For site analysis for accessibility, please contact Office of University Architect office at 330.672.3880 or universityarchitect@kent.edu.