Event Accessibility Considerations
Communication Before An Event

Invitations

Before any event, provide a schedule of events and services, indicating how they will be offered (in-person, virtual, or hybrid). Make sure this information is available in both print and digital formats. Include start and end times to help attendees plan their needs for virtual participation or arrange transportation for in-person attendance.

Avoid using materials that can be distracting or trigger seizures such as fast-moving geometric patterns and flickering effects. For easy reading and legibility, choose sans-serif typefaces in 16pt or larger, using black text on a white background. For example, the typeface used in this document is Helvetica. If you are sending physical invitations, avoid glitter and scented stationery.

When using graphics, include alternate text (also known as alt text or image descriptions) to ensure accessibility for blind and low-vision people using screen readers. You can learn more about alt text at our "Basics of Online Accessibility" webpage. Additionally, create a plain-text version of the invitation without any graphics and avoid e-invite systems that are not screen-reader-accessible.

Accommodations

Clearly outline the accommodations available at your event. Doing so demonstrates your commitment to inclusivity and accessibility.

Accommodations can include, but are not limited to:
  - American Sign Language (ASL) interpreters
  - Communication Accessible Real-Time (CART) / other captioning services
  - Accessible materials in Braille and large print
  - A low-sensory space, e.g., a calming room with soft lighting where people can relax and decompress from overwhelming sensory input such as noises, crowds, smells, lights, strong emotions, and socializing
  - Location of parking, including marked accessible spaces
  - Location of accessible entrances
  - Information on the nearest public transportation, indicating if it is physically accessible
  - Locations of elevators, lifts, and ramps, especially if they are not visible from the main entrance
  - Location of accessible restrooms

Sample Language

Incorporate accommodation statements into all written and electronic communications, including emails, the homepage of your website, registration forms, and event announcements. These statements invite individuals to share their accessibility needs. Always include contact information and a deadline for receiving accommodation requests.

Example statements could include:

- *"If you require a disability accommodation to participate in [the meeting/services/event], please contact [name of individual responsible for taking requests, if applicable] at [phone and email] by [due date to make the request]."*

- *"We welcome and support children, teens, and adults with disabilities and mental health conditions, as well as their families and caregivers. We make every effort to ensure our programs, equipment, and facilities are accessible. Please call or email us if you have any questions or would like to request a disability accommodation."*

You may also add language to clarify that accommodation requests made after the advertised deadline may not be guaranteed.