**Texas State ADA Public Event Checklist**

1. Advertising
2. All notices and announcements for the event include disability access information
3. All notices and announcements for the event include a contact person to request accessibility accommodations
4. If maps about the event are provided, they should include the location of accessible features such as accessible restrooms, parking, seating, etc.
5. Physical Accessibility
	1. An accessible route exists from the street to the even and all event activities.
	2. Event should have signage to direct the public to the location. In the unusual situation in which the main route to the event is no accessible the accessible route with directional signage should be provided.
6. Transportation
	1. If the event includes transportation, wheelchair accessible vehicles should also available and advertised as available to the public.
	2. The event should be located close to accessible transportation.
	3. An accessible route should be provided from the public transportation stop to the building or facility entrance.
	4. There should be accessible passenger loading and unloading space.
7. Amenities, Facilities & Features
	1. Accessible restrooms/toilets should be within 200 ft of the event’s location. For every bank of toilets at least one but never less than 5% should be ADA compliant. In the event of large events with multiple banks adjacent to each other, ADA toilets may be clustered in a signage area provided they are within a reasonable distance of the other toilets and signage is provided.
	2. Accessible drinking fountains are available (if drinking fountains are provided)
	3. Accessible telephones are available (if telephones are provided)
	4. Art displays or exhibits are positioned to prove an accessible route and to not be a protruding object to people who are blind.
	5. If food or beverages are provided the service is located on an accessible route. In the event of a large event with multiple food areas, food areas will be located to the greatest extent possible on accessible routes. Self-service items are reachable from a seated position with accessible operating mechanisms)
8. Seating
	1. Approximately 5% must be wheelchair accessible and include 1 companion seat. Wherever possible, accessible seats must be dispersed throughout the venue.
	2. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner or lip read.
	3. Signs are provided indicating the accessible seating areas for both wheelchair users and deaf and hard of hearing participants/attendees.
9. Platforms and stages
	1. If a stage or platform is provided, it is accessible by means of a ramp or portable wheelchair lift.
	2. If a dais or podium is provided for the public, an accessible dais or podium should also be provided.
10. Communication Access
	1. If a microphone is provided for public participation, the microphone cable should be long enough to serve accessible seating areas, or a wireless unit should be provided
	2. Film or video materials should be captioned
	3. Printed materials are available upon request, in alternative formats such as large print, electronic versions, Braille or audio. (Large print copies of 18point, sans serif font is recommended).
	4. For events of 50 or more people, Assistive Listening Devices (ALDs) should be available.
	5. Signage of where to obtain ALDs should be posted with ADL symbol at site.

  

* 1. For public events of 1000 or more people, involving spoken word, real-time captioning and American Sign Language interpreters should be scheduled.
	2. For events of 500 or more people, an American Sign Language interpreter should be scheduled.
	3. If there is a request for real-time captioning or ASL interpreters, they must be provided, even if there are less than 100 people attending the event