

# ACCESSIBLE EVENT PLANNING

At JMU we pride ourselves on having a welcoming, open campus. The courtesy of opening doors is a hallmark of the JMU experience.

Whether visiting campus or planning an event we encourage universal design concepts and campus accessibility to ensure that the right resources are available so everyone feels welcome.

This practical guide will help you embrace these concepts by providing ideas and resources.



## CONTACTS

Office of  
Equal Opportunity  
540-568-6991

[oeo@jmu.edu](mailto:oeo@jmu.edu)  
[www.jmu.edu/oeo](http://www.jmu.edu/oeo)

Office of  
Disability Services  
540-568-6705

[disability-svcs@jmu.edu](mailto:disability-svcs@jmu.edu)  
[www.jmu.edu/ods](http://www.jmu.edu/ods)

July 2019



WE OPEN  
[AUTOMATIC]  
DOORS



A practical guide for  
planning a universally  
designed campus event.

## UNIVERSAL DESIGN

is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

## ASK FOR ACCOMMODATION REQUESTS IN

- ✓ Call for Proposals
- ✓ Registration forms
- ✓ All pre-event communications

### Sample Request:

"We want this program to be welcoming, accessible, and inclusive for all of our participants. Please describe any considerations (e.g., disability, wellness, cultural, dietary, etc.) you want us to know about."

Be sure to provide event planner's contact info for questions and follow-up.

## ACCESSIBLE MEDIA

Check that all publicity materials, including website and online registration forms, are accessible (e.g. utilize electronic text and not just PDFs). Provide the option for registration by phone. Learn more about creating accessible media at JMU Accessibility: [jmu.edu/accessibility](http://jmu.edu/accessibility)

## KNOW YOUR SPACE

- Where is the accessible entrance to the building?
- Where is the nearest accessible restroom?
- Where is the nearest universal restroom?
- Is there an elevator?
- Is the event space entirely accessible, e.g. does the stage need a ramp?
- Does your seating plan allow wide enough travel paths for a wheelchair?
- Are tables for meals and meetings at 34" or lower to allow wheelchair access?
- If you are expecting small children, where is the nearest baby changing station and are high chairs available?

## SHARE THE INFO

Share event accessibility information in all promotional materials. Go to JMU Accessibility ([jmu.edu/accessibility](http://jmu.edu/accessibility)) for campus accessibility information that includes information and links for:

- ✓ Venue/building accessibility
- ✓ Accessible parking map
- ✓ Interactive campus map with total accessible van and space counts



## PRESENTATION CONSIDERATIONS

Encourage presenters to follow accessibility guidelines:

### ✓ Powerpoints

- Color contrast
- Font size of at least 24pt.
- Have a paper copy of PPT available
- Provide option to receive PPT after presentation via link or email
- Describe important images and read aloud key text

### ✓ Videos should include Closed Captioning

### ✓ Consider providing an ASL interpreter for keynote presentations.

For a list of interpreters and hiring guidelines go to [jmu.edu/accessibility](http://jmu.edu/accessibility) under employee resources.

## DIETARY CONSIDERATIONS

JMU Catering can accommodate guests with dietary restrictions including food allergies, celiac disease, or other medically-prescribed diets as well as lifestyle diets such as vegan.

[www.jmu.edu/accessibility](http://www.jmu.edu/accessibility)