Universal Design for Event Planning

Provided by Disability Access Services and Equal Opportunity and Access

"Universal Design is the design of products, environments, and communication to be usable by all people, to the greatest extent possible, without adaptation or specialized design." (Center for Universal Design, North Carolina State University)

Universal Design Principles

P1: Equitable use
Is the event arranged in such a way that everyone can access all parts of the event. Food (booths) traversing the lawn? Bathrooms? Places to sit? Water stations? Etc.

P2: Flexibility in use
Are there choices that meet multiple needs? Are there high/low sitting options, not just on the ground? Are there different kinds of chairs? Different ways to participate in the event (must everyone throw the ball, dance, run the course)?

P3: Simple and intuitive
Is signage and directions easy for anyone to access (think second language, a blind user, children, adults)? Using arrows AND colors to help lead a person to certain place.

P4: Perceptible Information
Is information provided in simple and accessible ways? All videos have captions. Is there a way for someone who is blind to independently access the information? What about someone who doesn't read or English is not their first language?

P5: Tolerance for error
What happens if someone makes a mistake? Reads the information wrong? Is there a refund policy? Is there a last minute way to get accommodations?

P6: Low physical effort
The design of the event, activity, venue allows for a minimum amount of fatigue. Is there equipment that allows for different kinds of users (blind, non-English language users) to access the equipment? Are there different size seats? Are there different ways to access food if you can't do a buffet line?

P7: Size and space for approach and use
Enough space to traverse, reach, manipulate, etc. Do portable toilets allow for users with wheelchairs as well as children? If there are stalls or tables can everyone approach and reach what is at the stall or table?

Accessibility Checklist

Additional information can be found at: http://oregonstate.edu/accessibility/events.
A more comprehensive university specific guide can be found at: http://sudcc.syr.edu.

General Facility Access
➢ How would someone get to the building (close ADA parking and/or transit stops)?
➢ How does one access the room/location (ramp, accessible entrance, elevator, sidewalks, landscaping/ground)?
➢ Are sidewalks/hallways/aisles safe (no wires, cables, plants, protruding objects)?
➢ Is at least one entry/door 32" wide?
➢ Is there adequate lighting throughout the space?
➢ Where is the location of the closest accessible restroom (men/women or gender inclusive)?

Event Set-Up
➢ How are temporary structures arranged to allow for access (tents, booths, stages, tables, food, displays, activities, etc.)?
➢ Is at least one aisle leading to accessible seating 36" wide?
➢ Are there accessible seating locations (either clear floor space for a wheelchair user and/or tables on an accessible route)?
➢ If no accessible seating exists, or you are arranging for seating, how do you ensure accessible locations?
➢ How
➢ Are walkways safe (no wires, cables, plants, protruding objects)?
➢ How does one know how to get to the event/signage and accessibility options?

Communication Access
➢ How will you orient all to the event site/layout/navigation?
➢ How will you provide accessible communication systems if needed (FM or loop system)?
➢ Are all videos captioned (including what is pulled from the internet)?
➢ Do you have front row seating for deaf and hard of hearing individuals?
➢ Do you know how to request interpreters or transcribers in advance?
➢ Where will interpreters be located (near presenter(s)/participants with appropriate lighting)?
➢ Are advance copies of information available to interpreters (scripts, songs, poetry, speeches, jokes, etc.)?
➢ Where is seating provided for transcribers/interpreters (close to speaker)?

Print and Advertising Access
➢ Are handouts sans-serif fonts, are large print handouts available?
➢ Are posted advertisements legible from a distance (too many words can make it difficult)? Is there enough color contrast for those who are low-vision/colorblind?
➢ How does someone who is blind or low-vision access the advertisements in accessible ways?
➢ Does advertising include the required OSU statement indicating how to request accommodations or accessible formats for the event?
➢ How accessible are your social media advertisements, videos, images?