

Longwood University

Accessibility Checklist for University Events

YES NO

Physical Environment

- Y N Event is scheduled in an accessible location (which may include elevators, accessible restrooms, ramps, seating).
- Y N If parking is available, accessible spaces are identified.
- Y N If transportation is being provided; it is accessible to individuals with disabilities.

Information Environment

- Y N All advertising, invitations, fliers, and brochures have an access statement such as: “For questions concerning access or need of accommodations, please contact (insert name and any necessary contact information, including an e-mail)”
- Y N Requested disability accommodations are provided (for example, large print format).
- Y N All publications and materials state that they are available in alternate format by including a statement such as: “This publication is available in alternate format upon request. Please contact (Insert contact person’s name, e-mail, and phone number).”
- Y N Publications and materials are provided in alternate format when requested (for example, electronic, large print). When possible, have a few copies of publications and materials produced in alternate format to accommodate onsite or last minute requests.
- Y N Videos/films are available with closed or open captions.

Attitudinal Environment

- Y N Person-first language is used (e.g., “individuals with disabilities” rather than “the disabled”)
- Y N “Accessible” rather than “Handicapped” is used to designate parking and seating.
- Y N Planning has included consideration for the full participation and inclusion of individuals with disabilities.

Event planners are welcome to contact the Accessibility Resources Office (434-395-2391 or accessibilityresources@longwood.edu) for assistance.