

# Checklist for Event Stewards to Consider

Please be aware that Accessibility is NOT a yes/no consideration. A site that is accessible to those in wheelchairs may be difficult for those using walkers, canes or crutches, or for those with other disabilities. The best and most important thing an Autocrat can do for accessibility access is to be aware of the issues and be willing to work with others to overcome the issues if possible.

If the site does not have any of the accessibility features suggested below, please note this in the event announcement and/or website, along with whether or not accommodation can be made. Issues are often resolvable! Please contact your local Accessibility Porter for help.

The Ada National network has published a guide called. **A Planning Guide for Making Temporary Events Accessible to people with Disabilities.** This guide is filled with great resources for making an event Accessibility Compliant.

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## Event Steward's Check-List

**Brokenbridge, February 6, 2016**

### General

X Signs indicating where things are located, including bathrooms etc, and/or a site map.

N/A If key elevator, gate should have the key or access to the key. – **Not a key elevator.**

X Emergency numbers at gate (if not 911).

     Yellow Pages available at gate for emergencies not covered by 911. – **An effort will be made to provide a yellow pages for gate, but we cannot guarantee it at this time.**

X Ingredients list for feast, dayboard, etc (in case of drug interactions and allergies) at Gate

N/A Lights or reflective markers for outdoor events, mark dangerous areas such as holes etc. – **Not an outdoor event.**

### **Mobility Access (Wheel chair, cane, or crutch)**

X Ramps, elevators, or lifts for steps? If not, perhaps we can help with a solution (people available to lift someone into the building etc.).

X Are doors wide enough to allow room for a wheel chair/walker (at least three foot). – **Bathroom and changing room doors are less than three feet wide. All other doors on site are at least three feet wide.**

No Handicapped Parking – **There are parking lots nearby, but no on-site parking and, therefore, no handicapped parking.**

No Changing rooms accessible to those using wheelchairs etc., on first floor if needed? – **Changing rooms are available, but the door is less than 3 feet wide so it is not accessible to wheelchairs.**

No Are Bathrooms accessible for wheelchairs, walkers? Do they have handrails or some other type of support? Are there raised toilets for those with mobility problems. (includes Outdoor restrooms and Port-a-John) If there is no indoor accessible bathroom, can you get a handicapped Port-a-John or make other arrangements? – **There are no handicapped bathrooms on site. Bathroom doors are not wide enough for wheel chairs. No Port-a-Johns will be provided.**

X Can someone using a wheel chair, cane or crutches get to all or most activities? If not, can certain activities be moved if someone contacts you for these arrangements? – **Most, if not all, activities are accessible. Contact event steward beforehand to address specific concerns.**

N/A Are there tables for the feast where a wheelchair will fit? Is there someplace for canes or crutches to rest during feast? – **No feast. There are tables for dayboard where a wheel chair can fit.**

     Is there a server available to help someone using a wheelchair, cane or crutches if feast is buffet? (is normally unnecessary but it is a nice touch) – **No one is assigned as a server. If you are in need of one, contact the event steward beforehand and we will provide someone.**

N/A If there are Merchants, is there enough space between tables for wheelchair/scooter, or someone using walker, cane or crutches to pass through? – **no merchants at this event.**

X Is there a large enough space available for wheelchairs to turn around? (A wheelchair requires a space at least 60" in diameter to make a 180 degree turn. To conserve space, a T-shaped turning space with aisles 36" wide allowing a three-point turn will also work).

X Are pathways smooth enough for a wheelchair/walker/scooter to go down.(outdoor)

### **Audio, Visual, Cognitive Access**

No Do you need a sign language interpreter? (Is someone in attendance hearing impaired and read sign?) In any case where an interpreter is needed, please contact the nearest Porter to make arrangements. – **No sign language interpreter at event. If you need one, contact the event steward.**

X At court, can someone using a wheelchair, walker, scooter, cane, or crutches approach the throne easily?

X Is there an area where those who may need to leave quickly (those with disabilities, attention deficit, those with small children) can be accommodated?

If not please notify the Herald of the Court and consider options.

### **Additional Information**

#### *Children with Disabilities*

Children with disabilities, like all other children, must be supervised by someone the parent finds appropriate.

X Are there activities that the children can be involved in.?

No Can space be designated in the room for children with attention problems to be on the floor? (able to move without causing distractions during court)

No Is there quiet space available?

#### *Assistance Animals*

All assistance animals are welcome with all gentles requiring them, see your site's rules for additional assistance. The term "assistance animal" implies one that has been professionally trained to help a gentle with a disability. All assistance animals will be kept on a leash at all times. Gentles accompanied by an assistance animal are responsible for their animals at all times. (Gentles are reminded that assistance animals are working, and should not be disturbed/interfered with when on duty.)

### *Special Medical Needs*

  X   Is refrigeration available for medication storage if needed, insulin and other medications need refrigeration.

  X   Have you provided directions, phone numbers, addresses for hospitals in the area (phonebook or other sources) to Gate. – NYU Langone Cobble Hill, 83 Amity Street, Brooklyn, NY 11201 – (646) 754-7900

  X   Are there electrical outlets available for those who need them (ventilators/nebulizers for asthma, CPAPs, scooter batteries, etc.)?