

Event Accessibility Requirements and Considerations

Use this list, in conjunction with MOPD's guide, [Planning an Accessible Event](#), to ensure your event is as accessible as it can be.

Marketing and Event Materials

- All printed marketing and event materials need to be visually accessible (12 pt minimum, sans-serif font with 4.5:1 contrast ratio minimum).
- All printed materials should also be available in alternative formats (e.g., large print, braille, accessible PDF) and must be made available in alternative formats upon request.
- All electronically distributed materials must be accessible (tagged PDF with heading structure and hyperlinks, lists, images, and tables that are correctly tagged/described).
- All marketing materials, including flyers, RSVP/registration sites, webpages, and social media (whether printed or electronic), must include accessibility information, including:
 - Accessibility features of the event (accessible location, ASL, CART, etc.).
 - A way to request additional accommodations.

** For NYC agencies, as per Local Law 28 of 2016, materials must include the name, phone number, and email of who to contact and a clear deadline.*

Physical Access

- There must be an accessible route of travel (at least 36 inches wide) to all areas of the event. This includes an accessible route of travel from attendee arrival points to the entrance.
- All ramps need to be compliant with ADA ramp standards (1:12 slope, 36" width, landings, handrails, edge protection).
- There must be enough wheelchair accessible restrooms, whether individual or within multi-stall bathrooms, for the number of expected attendees (typically at least 5% of all stalls).

- All non-accessible restrooms must have signage indicating the location of the accessible bathrooms.
- All elevators and lifts needed to access any area of the event must be in working order and should be available for use independently.
- There should not be a separate accessible entrance. If all entrances are not accessible, there must be signage indicating the way to the accessible entrance, which should be at least as welcoming as the other entrance or entrances.
- There must be sufficient accessible seating options.

Effective Communication

We must be able to communicate effectively with those attending the event. This means you need to be able to provide ASL translation, CART transcription, assistive listening devices, braille, large print, and accessible PDFs and slide decks upon request.

To accomplish this, keep the following in mind:

- Have vendors identified and contracts in place for ASL, CART, braille transcription, and assistive listening rentals.
- Be sure to understand from the vendors the lead time required for things like scheduling interpreters and getting materials transcribed.
- For large public events, we recommend having ASL, CART, and assistive listening devices on hand, even if they have not been specifically requested.
- It is best practice to have event materials already produced in alternate formats, instead of waiting for a request, because of the lead time needed.
- When booking event spaces, assess the capabilities and limitations of the venue's built-in assistive listening systems, if any, and be prepared to supplement accordingly.

Briefing for Staff and Volunteers Working the Event

- Staff and volunteers working the event should receive a briefing on disability etiquette and the accessibility features of the event.

Questions? Email DSF@cityhall.nyc.gov