

# Ultimate Accessibility Checklist by RetreatsandVenues.com

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## A. General Accessibility Planning

- ☐ Accessibility included in event goals and budget from the start
- ☐ Accessibility statement provided in event/venue communications
- ☐ Pre-event accessibility needs survey for attendees
- ☐ Contact point for accessibility questions before and during the event
- ☐ Staff trained on accessibility awareness and etiquette
- ☐ Emergency procedures account for people with disabilities

## B. Arrival, Parking & Transportation

- ☐ Clearly marked accessible parking spaces close to main entrance
- ☐ Drop-off/loading zones with curb cuts and shelter from weather
- ☐ Wide, well-lit pathways from parking to entrance
- ☐ Step-free or ramp access from transport points to venue
- ☐ Accessible shuttle or transportation options available
- ☐ Clear wayfinding from public transport stops to venue

## C. Entrances & Exits

- ☐ Main entrance accessible without stairs (ramp, lift, or level access)
- ☐ Automatic or easy-to-open doors

- ☐ Door hardware usable with one hand (lever handles, not knobs)
- ☐ Entrance mats secured and wheelchair-friendly
- ☐ Emergency exits fully accessible, clearly marked, and well-lit

## **D. Interior Navigation**

- ☐ Clear, unobstructed hallways at least 36 inches wide
- ☐ Step-free routes to all key areas (meeting rooms, restrooms, dining)
- ☐ Elevators available if multiple floors, with tactile/Braille buttons
- ☐ Seating/rest stops every 50–100 meters for those with limited stamina
- ☐ Contrasting floor/wall colors for better depth perception
- ☐ No loose rugs or cables blocking pathways

## **E. Meeting & Event Spaces**

- ☐ Flexible seating arrangements for wheelchair/scooter access
- ☐ Aisles wide enough for mobility devices
- ☐ Stages or platforms with ramp or lift access
- ☐ Adjustable podiums and microphone heights
- ☐ Assistive listening systems in meeting rooms
- ☐ Captioning or CART services available for presentations
- ☐ Screen content readable from all seating (large fonts, high contrast)
- ☐ Multiple seating options (with/without arms, different heights)

## **F. Restrooms & Hygiene Facilities**

- ☐ At least one accessible stall per restroom, with turning space for a wheelchair
- ☐ Grab bars and accessible sink/mirror placement
- ☐ Gender-neutral restrooms available
- ☐ Baby-changing stations in all gender restrooms
- ☐ Private changing/shower facilities for those needing privacy
- ☐ Emergency call buttons or pull cords in accessible stalls

## **G. Sleeping Accommodations (If Overnight)**

- ☐ Ground-floor or elevator-accessible rooms available
- ☐ Doorways at least 32 inches wide
- ☐ Roll-in showers with grab bars and handheld showerheads
- ☐ Beds at accessible height (or adjustable)
- ☐ Visual and vibrating fire alarms for Deaf/Hard of Hearing guests
- ☐ Flexible sleeping arrangements for gender identity or privacy

## **H. Dining & Catering**

- ☐ Menus available in large print and plain language
- ☐ Allergen and ingredient labeling on all food items
- ☐ Allergen-safe prep areas for severe allergies
- ☐ Flexible dining options for dietary, religious, or cultural needs
- ☐ Buffet lines and tables at accessible heights

☐ Table layouts that allow for wheelchair navigation

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## **I. Sensory & Cognitive Accessibility**

☐ Quiet/sensory-friendly rooms for breaks

☐ Predictable schedules shared in advance

☐ Clear, simple signage with icons and minimal jargon

☐ Maps provided in both print and digital formats