



## Planning an Accessible Campus Event at SF State

The Disability Programs & Resource Center (DPRC) recommends these best practices for planning accessible university-sponsored events for students, staff, faculty, and guests with disabilities. SF State endorses providing accessibility for all events, including, but not limited to: professional meetings, seminars, workshops, conferences, social and recreational programs, convocations, and graduation ceremonies.

To help you prioritize your planning, this checklist is divided into three sections:

1. Event Planning Stage
2. Before the Event
3. Day of the Event

Please contact the DPRC at (415) 338-2472 or [dprc@sfsu.edu](mailto:dprc@sfsu.edu) if you have questions about these recommendations. The DPRC is here to assist you in arranging reasonable accommodations as needed. Appendices are provided for your reference. Thank you for your efforts in planning an accessible event for individuals with disabilities at SF State.

### 1. EVENT PLANNING STAGE

#### Required Items:

- ☐ Include the following DPRC-endorsed *Event Access Statement* on all websites and in meeting notices and event announcements:

*[Name of your organization/organization sponsoring event] welcomes persons with disabilities and will provide reasonable accommodations upon request. If you would like reasonable accommodations for this event, please contact [person in your organization at (xxx) xxx-xxxx or person@sfsu.edu] by [date: at least 15 working days before event].*

- ☐ Provide large print session and location signage
- ☐ Provide a microphone for event that is accessible to all
- ☐ Use captioned multimedia

*[Please work with the DPRC if your media is not captioned, as not all media have captions imbedded. If the media is, however, captioned, be sure to display the captions, as they do not always appear automatically. Feel free to contact the DPRC for further assistance or guidance.]*

- ☐ Maintain a fragrance-free event (see *Appendix A*)
- ☐ Hold events in wheelchair accessible rooms/venues with accessible primary entrances
- ☐ Check for accessibility of art displays or exhibits
- ☐ Cover electrical cable or cords
- ☐ Ensure that food items and beverages are in wheelchair-accessible locations
- ☐ Provide accessible seating in multiple locations

*[Please apply principles of universal design for access to your room set-up for receptions by offering tables at various heights and seating in various locations to ensure full integration of individuals with disabilities at your receptions. Please feel free to consult with the DPRC for further guidance.]*

- ☐ Identify accessible restrooms near the site of your event
- ☐ Identify an accessible path of travel to the site of your event
- ☐ Reserve seating for participants with disabilities [See *Appendix C* for Sample Signage]
- ☐ Make available electronic format of printed materials (e.g., event program, agenda, etc.)

**Examples of accommodations that may be provided upon request:**

- ☐ Assistive Listening Devices (ALDs)
- ☐ Sign Language Interpreting & Real-Time Captioning Services
- ☐ Audio or Aural Description
- ☐ On-Campus Shuttle Service with Wheelchair Access

## **2. THE DAY BEFORE THE EVENT**

### **Required Items:**

- ☐ Check automatic door openers and elevators for functionality
- ☐ Check for wheelchair path clearance/turn-around space
- ☐ Add “Reserved Seating” signs
- ☐ Provide advance copies of printed materials or electronic text (to participants, sign language interpreters, Real-Time Captioners, etc.).

### **If Sign Language Interpreters and/or Real-time Captioners are provided:**

- ☐ Determine the room and reserved seating location of sign language interpreters and Real-time Captioners, and the people with disabilities using these services.

### **Recommended:**

- ☐ Conduct a site walk-through

## **3. THE DAY OF THE EVENT**

### **Recommended:**

- ☐ Consider distributing evaluations that include a section for participants to comment on the accessibility of the event. This can provide you an opportunity to learn about making your future events accessible.

**For additional information or to request training on how to effectively work with individuals with disabilities at your event, please contact:**

Disability Programs & Resource Center (DPRC)  
Student Services Building (SSB) 110  
1600 Holloway Avenue, SF, CA 94132  
Telephone: (415) 338-2472  
Video Phone: (415) 335-7210  
Fax: (415) 338-1041  
E-mail: [dprc@sfsu.edu](mailto:dprc@sfsu.edu)  
Web: <http://access.sfsu.edu/>

# Appendices

## Appendix A: Definitions

**1. Accessible Entrance** – an entry door or gate is a minimum 32 inches clear when opened 90 degrees; threshold is no higher than ½ inch (¾ inch may be permitted in existing conditions if beveled), and door is easily opened, or has automatic door opener. If the automatic door opener is malfunctioning, please contact the DPRC at (415) 338-2472.

**2. Accessible Exhibit Materials** – alternative formats or services that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include, but are not limited to:

1. Titles of work and narrative using large 14 point san serif fonts on a high contrast background
2. Taped audio descriptions of photographs/artwork
3. Tactile replicas of art objects
4. Captioning of video or film presentations
5. Trained staff available to provide descriptions or tours

**3. Accessible Paths of Travel** – A path of travel includes a continuous, unobstructed way of pedestrian passage by means of which the area may be approached, entered, and exited, and which connects the area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility. An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.

Some general recommendations for creating an accessible path of travel:

- Accessible paths of travel need to be pointed out with signage;
- At least one of each type of good or service must be located on the path of travel so that everyone has access to it. This means that a literature table upstairs doesn't need to be accessible if there is an identical literature table on the first floor (AND if all the amenities are the same);
- At least 48 inches of width along external paths of travel with a recommendation of 60 inches. For existing buildings, this can be lowered to 36 inches; and
- Objects which protrude into the pedestrian zone greater than 4 inches for wall mounted objects (12 inches for post mounted) are considered hazards in the path of travel. A path of travel should be devoid of these objects. The area of projection is in general, between 27 and 80 inches above the finished floor. Common protruding objects include fire extinguishers, signs, and counters.

**4. Accessible Restrooms** – Doors to restrooms must be a minimum of 36 inches wide, outfitted with lever-type hardware, and not swing into required clear areas in the restroom. Each accessible fixture in the restroom must have a clear area in front of it to allow wheelchair access. A clear path of travel must be provided to approach each of these fixtures. A typical clear area required is a

space 30 inches wide and 48 inches deep. In addition, a clear floor space in the restroom must be provided that allows someone in a wheelchair to turnaround (e.g., a 5-foot diameter circle). Also, accessible stalls should be a minimum of 60 inches wide and allow a 60-inch turning radius inside the stall.

**5. Accessible Seating location** - accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf or hard-of-hearing must be provided in a location near the stage/presentation area with direct view of the sign language interpreters and/or the Real-Time Captioning screen.

**6. Assistive Listening Device** – a device that takes a signal from a microphone or public address system and sends it to a personal amplification system worn by hard-of-hearing individuals. Assistive Listening Devices (ALDs) are available at some venues on campus, and can be found in: the Cesar Chavez Student Center, J. Paul Leonard Library, Downtown Campus, Seven Hills & Towers Conference Centers, and McKenna Theatre in the Creative Arts building. For other venues and meeting rooms, please contact the DPRC at (415) 338-2472.

**7. Audio-Described/Aural-Description** - it is a narrative technique that verbalizes the visual. Audio Description of visual images in theater, media and museum exhibitions can be rendered to provide greater accessibility for Blind or low vision participants.

**8. Captioned Multimedia** – a video or film with captions reflecting the content of the spoken or descriptive material as well as other auditory elements. Not all videos or films have captions imbedded. Please contact the DPRC at (415) 338-2472 3-4 weeks in advance to get your media captioned, or for assistance in displaying the captions on screen.

**9. Electronic Format** – print materials that are e-mailed to blind or low vision participants in advance or saved on a thumb drive or CD to be distributed at the event, so they can access such materials on their computer using text-to-speech software.

**10. Fragrance Free Event** – some individuals experience multiple chemical sensitivity/environmental illness (MCS/EI) in the presence of scented products. MCS/EI often results from overexposure to chemicals over a long period of time. A person with MCS can become extremely ill by chemicals found in everyday environments. Reactions can be caused from ordinary things such as perfumes, dry erase and permanent markers, cleaning products, pesticides, vehicle exhaust, tobacco smoke, room deodorizers, and other scented products. Though reactions vary from person to person, the most common reactions are nausea, rashes, light-headedness, headaches, and respiratory distress. Therefore, while attending events, individuals are encouraged to:

- Use low odor dry erase and permanent markers;
- Use non-scented body products (e.g., lotion, hair spray, etc.);
- Refrain from using items in the room that give off chemical-based scents (e.g. air fresheners, potpourri, etc.);
- Allow recently dry-cleaned clothing to air out before wearing; and
- Use the least toxic cleaning products, disinfectants, and paints.

**11. Event Access Statement** – meeting or event notice shall include information on how to request disability accommodations and information on whom to contact to make accommodation requests.

**12. Hazards to Blind or Low Vision Participants** – pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80 inches from the floor surface, or wall, and post mounted or freestanding objects that protrude 4 inches or more between 27 and 80 inches above the floor or ground into circulation areas.

**13. On-Campus Shuttle Service with Wheelchair Access** –The DPRC's on-campus shuttle service is available Monday through Friday, from 8:30 a.m. - 4:30 p.m. during the Fall and Spring semesters. During the Winter and Summer sessions, transportation is available from 8:30 a.m. - 12 p.m. and 1 - 4:30 p.m., and by arrangement: between 12 and 1 p.m. Shuttle service may be scheduled in advance or by phone on a call-in basis by calling the DPRC at (415) 338-2472. For morning and evening transportation, the University Police Department (UPD) provides on-campus transportation outside DPRC's regular hours of operation. Transportation before 8:30 a.m. may be provided by UPD at (415) 338-7200 or the SF State shuttle bus. The SF State shuttle bus loop operates on a regular schedule, but passengers may also request a drop off at any of the stops listed, during the hours of 8:00 a.m. to 5:00 p.m., Monday – Friday, by informing the driver at the Daly City BART Station or by calling (415) 338-1441. A schedule and list of stops is available at <http://parking.sfsu.edu/transit/shuttle-service>. Evening rides can be scheduled in advance through the Parking and Transportation Office's C.A.R.E. Program at <http://parking.sfsu.edu/care-escort-program> or by calling (415) 338-1441, Monday - Friday, 8 a.m. – 5 p.m. After 5:00 p.m., same-day requests can be made directly through the Department of Public Safety at (415) 338-7200. Requests are dispatched in the order that they are received and may be subject to delays depending on volume.

**14. Sign Language Interpreter** – a highly skilled professional who facilitates communication between hearing individuals and Deaf or hard-of-hearing individuals. Interpreters are trained to listen to another person's words, inflections and intent and simultaneously render them into the visual language of signs using the mode of communication preferred by the Deaf or hard-of-hearing consumer. The interpreter must also be able to comprehend the signs, inflections and intent of the Deaf or hard-of-hearing consumer and simultaneously "voice" them in articulate, appropriate English. To secure a sign language interpreter for your event, please complete the DPRC's *Interpreting Request Form* online at: <http://access.sfsu.edu/content/request-interpreting> at least seven business days. If you have additional questions regarding our interpreting services, please contact Mary Walsh, Lead Interpreter, by telephone at 415/338-7178 or by e-mail at [dhohsrvc@sfsu.edu](mailto:dhohsrvc@sfsu.edu).

**15. Real-Time Captioner** – a professional who transcribes, using specialized equipment and software, spoken communication, into conventional written English verbatim. The attendee is able to follow the meeting or event and other spoken communication that are displayed in text format on a laptop computer screen or other display device. To secure a Real-Time Captioner for your event, please complete the DPRC's *Real-Time Captioning Request Form* online at: <http://access.sfsu.edu/content/request-interpreting> at least seven business days. If you have additional questions regarding our Real-Time Captioning services, please contact Mary Walsh, Lead Interpreter, by telephone at 415/338-7178 or by e-mail at [dhohsrvc@sfsu.edu](mailto:dhohsrvc@sfsu.edu).

**16. Seating Ratio** and wheelchair space– the number of accessible seats in relation to the number of seats provided as follows:

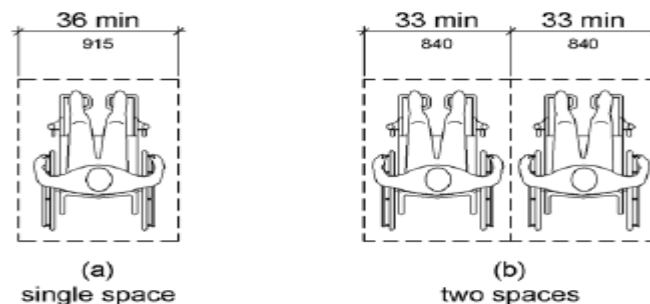
**1 to 25 = 1 seat** (space width = 36 inches wide)

**26 to 50 = 2 seats** (space width for each chair = 33 inches wide at a minimum 48 inches long minimum)

**51 to 300 = 4 seats** (space width for each chair = 33 inches wide at a minimum 48 inches long minimum)

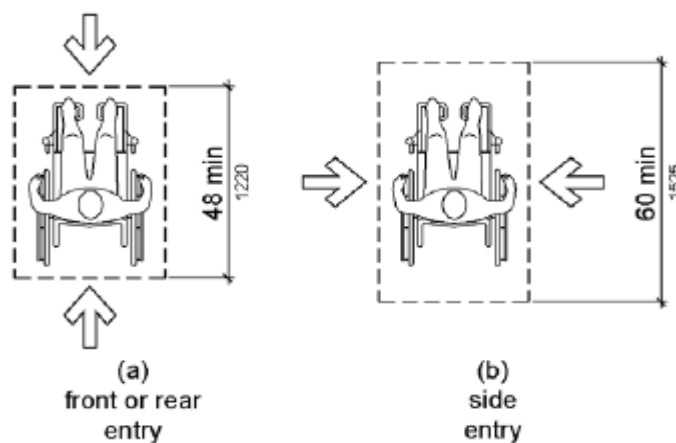
**301 to 500 = 6 seats** (space width for each chair = 33 inches wide at a minimum 48 inches long minimum)

**Over 500 = 6 plus** one additional space for each increase of 100 (space width for each chair = 33 inches wide at a minimum, 48 inches long minimum)

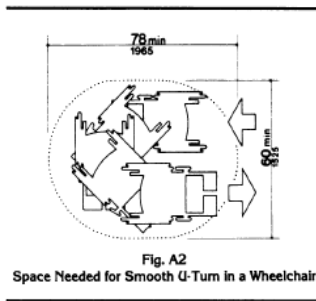


**17. Wheelchair and Companion Seating** – seating for wheelchair users and adjacent seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.

**18. Wheelchair Space Width** -- where a wheelchair space can be entered from the front or rear, the wheelchair space shall be 48 inches (1220 mm) deep minimum. Where a wheelchair space can be entered only from the side, the wheelchair space shall be 60 inches (1525 mm) deep minimum.



**19. Wheelchair Turn-Around Space** -- Allow for a minimum of 78 inches deep by 60 inches wide turnaround space for wheel chair users.



## Appendix B: Disability Access Symbols



Wheelchair Access



Assistive Listening Device



Materials in Large Print



Materials in Braille



Audio Description



Sign Language Interpreter



Closed Caption



Real-time Captioning

[These symbols can be downloaded from <http://www.gag.org/resources/das.php>]

## Appendix C: Sample Reserved Seating Signs



Updated: 5/11/2017