**Venue**

𝤿 Outdoor

𝤿 Indoor

𝤿 Accessible parking

𝤿 Wheelchair accessible entrance

𝤿 Pathways free of barriers / uneven surfaces

𝤿 Reserved seating available

Lighting

 𝤿 Adjustable

 𝤿 Sunlight / natural

 𝤿 Shade available

 𝤿 Fluorescent

 𝤿 LED / incandescent

 𝤿 Strobing / flashing

Sound

𝤿 Good acoustics (minimal echo)

𝤿 Quiet area available

Background noise level

𝤿 Low 𝤿 Medium 𝤿 High

**Restrooms** 𝤿 Family 𝤿 Gender-neutral 𝤿Automatic hand dryers 𝤿 Paper towels

𝤿 Wheelchair accessible

**Staffing / Volunteers**

𝤿 Person dedicated to supporting participants with physical, sensory, or communication needs

𝤿 ASL interpreter available upon request

𝤿 Language translator available upon request

**Service Animals** 𝤿 Relief area 𝤿 Water bowl

**Invitations / Event Marketing**

Event info communicated to

 𝤿 Families 𝤿 Students

Event info shared via

 𝤿 Verbal announcement

 𝤿 Paper flyer 𝤿 Signage

 𝤿 Email

Fonts

 𝤿 Minimum 12 pt 𝤿 Sans serif

𝤿 Description of activities included

𝤿 Photos / images of activities included

**Activities**

𝤿 Structured activities with instructions

 𝤿 Individual 𝤿 Partner

 𝤿 Small group 𝤿 Large group

𝤿 Free play / mingling

𝤿 Presentation / performance / movie

 𝤿 Captioning

 𝤿 Microphones used for presenters

 𝤿 Headsets available

𝤿 Competitive activities

**Food / Refreshments**

𝤿 Common allergens labeled

𝤿 Straws available

𝤿 If food provided as a “prize”, non-food prizes also available

Options

𝤿 Vegetarian 𝤿 Vegan 𝤿 Kosher 𝤿 Halal