

Accessible Event/Program Planning

The University of Tennessee at Chattanooga is committed to ensuring equal access to all of its programs, activities, events, and services for persons with disabilities. This pertains to college sponsored events off campus as well as on campus. All events must include an accommodations statement in all advertising. The Disability Resource Center (DRC) serves as a resource to the campus during all phases of planning, preparing and executing events. Please feel free to contact the DRC at any time.

The Disability Resource Center can be reached at 425-4006

This checklist serves as a tool to plan for the accessibility of all events and programs offered through UTC.

	Access Issue	Potential Solution
Publicity and announcements	Does your announcement have an accommodation statement to identify the process for requesting accommodations?	<p>Include a statement such as...</p> <p>The University of Tennessee at Chattanooga is committed to providing access and reasonable accommodations for individuals with disabilities. If you need accommodations to fully participate in this event, please contact (phone number and name of contact person sponsoring the event)</p>
Accessible site for event	Does the location have an entrance that does not require the use of steps?	Identify the accessible entrance or relocate the event to a building that has an accessible entrance
	Can a person who uses a wheelchair easily navigate the site?	Reconfigure the space for more room or relocate to a more accessible site
	Is there at least one unisex accessible restroom at the site?	If no...relocate the event to a more accessible site
	Is there adequate signage noting the accessible entrance and restroom?	Contact the DRC to assist in creating and posting directional signage on the accessible route

	If needed, is there an accessible elevator?	If no...relocate the event to a more accessible site
	Are there adequate accessible parking spaces available?	Mark spots as accessible prior to the event
Accommodation Requests	Has a participant requested handout materials in alternate format?	Contact the DRC for assistance
	Has a participant requested a sign language interpreter, speech to text specialist, reader, scribe, visual description specialist, or note taker?	Contact the DRC for assistance
	Has a participant requested an assistive listening device?	Contact the DRC for assistance
	If a video or video clip is being used, are captions or subtitles available?	Contact the DRC for assistance
	If you are using PowerPoint, did a participant request enlarged, Braille, or electronic copies of the slides?	Contact the DRC for assistance *Always describe the visuals represented on the slides
Concerns Regarding Access	Do you have questions about how to manage access issues?	Contact the DRC for assistance
	Has a participant lodged a concern about access issues?	Apologize for the oversight and make sure the details of the concern are documented. Contact the DRC to report the concern
	Has a participant voiced the desire to file a complaint about an access issue?	Apologize for the oversight and ask for the complaint in writing or through email so these issues can be adequately addressed Contact the DRC to report the complaint