Cal Poly Event Accessibility Planner

A planning companion for Cal Poly events and workshops

Use this planner to guide conversations and decisions; it is not a pass-fail checklist. Plan early, name an access contact, share what access is available, invite additional requests, and record what you learn for the next event.

How to use this planner

- Start with what is already known about the event, the space, the platform, and the audience.
- Record access decisions, unanswered questions, a responsible person, and a target date. Ask attendees what would help them participate fully.
- The access contact coordinates event accessibility and disability-related accommodation requests. Use the day-of plan to keep the event team aligned and keep individual requests confidential.

Event overview

Event name _____

Date, time, and format _____

Location or online platform

_____

Access contact (coordinates access and accommodation requests) and day-of contact

_____

Audience, activities, schedule, and planned breaks

_____

Access already built into this event

Describe what is confirmed. Consider access in the whole event journey, from promotion and arrival through participation and follow-up.

Planning area	What is planned or confirmed?
Promotion, registration, and access information	
Arrival, parking/transit, entrance, and path of travel	
Seating, stage, service areas, and restrooms	
Communication access, microphones, captions, and interpretation	
Materials, slides, recordings, and online information	
Sensory environment, food, breaks, and quiet space	
Virtual or hybrid participation	

Questions, decisions, and next steps

Record barriers, requests, or details that still need attention. This is a place to coordinate action, not to ask people to justify their access needs.

Access question or next step	Responsible person	Target date

What will participants know before the event?

List the access information that will appear in the event listing, registration form, reminder, and day-of directions. State confirmed features and how to request additional access. If using Microsoft Forms or Zoom Registration, provide an email or phone alternative and a confidential access follow-up option.

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Day-of access plan

Confirm or communicate	Plan or notes
Access contact and how attendees can reach them	
Accessible route, entrances, restrooms, and seating	
Microphones, live captions, CART/interpretation, and technology check	
Quiet space, schedule/breaks, food access, and event staffing	
Emergency or schedule-change communication	

Live-captioning reminder

Turn on Zoom or PowerPoint automatic live captions as a standard practice for presentations and workshops, and tell attendees how to view them. If live captions are requested as a disability-related accommodation, arrange CART for more complete and accurate real-time captions. If a recording will be posted, review and correct automatic captions or arrange professional captions.

After the event

What supported participation? What barriers emerged? What should be built in earlier next time?

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