



## ADA Compliance Office

### ADA Suggestions on Making Events Accessible

1. Consider utilizing an “Accessibility and Inclusivity Form” that is provided to guests in advance (perhaps when you email/mail out information for events, or when creating a webpage for your event) where a guest is permitted to list and describe any concerns he/she may have with regards to participation in the experience.
2. Ensure staff assigned to support events are equipped with the knowledge/resources of how to properly adjust to the needs of their guests with disabilities.
  - a. Guests with disabilities who pre-identify on the "Accessibility and Inclusivity Form" should be contacted early and whenever details change.
3. Update accessibility information on website and post information about accessibility:
  - a. Post Accessibility and Inclusivity Form on event websites;
  - b. Post name of the staff member or members who supports the event;
  - c. Post ADA office link and contact information;
  - d. Include a welcoming statement:
    - i. For example: “Each year, CU Boulder strives to create an experience that is accessible and accommodates the needs of those with disabilities. If you identify as having a disability, you will have an opportunity to indicate any accommodation requirements when you register using our online registration system. Please also feel free to e-mail us at [University email] to let us know how we can better enhance your experience.”

### Services the ADA Compliance Office offers that can support events

#### a. Website revisions

ADA Compliance will review your website content to check for necessary accessibility information. This information includes things such as service animal guidelines, parking, captioning/ASL requests and assisted listening devices, accessible restrooms, and wheelchair assistance. In addition to checking content, we will advise on where to have the information located on your website, what contact information should be there, and will provide a grievance statement in the event patrons need to address an ADA concern about their experience.

#### b. Funding assistance to ensure effective communication

Effective communication means providing communication that is as equally effective to individuals with disabilities as it is to those who are not disabled. This may include providing ASL interpreters, captioning, Braille, large print, and/or assistive listening devices. ADA Compliance currently has a system in place where we will fund these services for campus events. Our process is such that we request the hosting department to be the point of contact for individuals to make a request for



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accommodation and then relay this information to us. From there, we will implement the request once we know that doing so will not fundamentally alter the nature of the program or service.

To assist in this process, we recommend the following statement be used in your marketing:

“The University of Colorado Boulder is committed to providing equal access to individuals with disabilities. If you are planning to attend this event and require accommodations, please contact (your department/contact here) no later than 7 days before the event. We will make all reasonable efforts to fulfill requests submitted after the deadline.”

### c. Training

Knowing your obligations under the ADA can help in understanding how to plan your events. For example, many people outside of the disability field are unaware of service animal guidelines. Our office can meet with your staff to provide training on service animal guidelines and how they relate to your events. Topics and training can vary depending on your department’s needs.

### d. Walk-Throughs

Each event on campus can present unique access issues. Seating may change as your venue changes, or you may need to consider accessible paths of travel for individuals in wheelchairs. As you begin to plan your events, ADA Compliance can meet with you to do a walk-through of the space to help you identify accessibility needs and potential concerns prior to the event.

### e. Contact Information:

ADA Compliance Office – <https://www.colorado.edu/oiec/ada-accessibility>

Email – [adacoordinator@colorado.edu](mailto:adacoordinator@colorado.edu)

ADA Compliance Phone – (303) 492-9725