

CITY OF PHILADELPHIA



Office for People with Disabilities
Municipal Services Building
1401 JFK Blvd, 1st Floor
Philadelphia, PA 19102

ADRIENNE MOORE
Executive Director
(215) 686-2798 (Tel)

Accessibility Plan for ADA Compliance for Special Events

Event name: _____

Event date(s): _____

Event location(s): _____

Contact name for event accessibility issues: _____

Contact phone number for event accessibility issues: _____

All City of Philadelphia events must comply with the Americans with Disabilities Act (see Access Board requirements at <https://www.access-board.gov/ada/guides/> and the guide to temporary event accessibility at <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities>). Many of the below items are legally required, as explained in the linked requirements, and all are best practices. This is intended to be a general guide, not legal advice; you may need to consult with an attorney for guidance about additional requirements to your specific event or situation. This checklist is subject to change at any time.

Check off which accessibility features will be included in your event and describe your plans:

Parking Accessibility

- Accessible parking spaces close to the event venue.
- Accessible ramps or entrances with automatic doors.
- Clear signage indicating accessible entrances.
- Curb cuts and smooth pathways for wheelchair access.

Please describe your plan:

Restrooms

- Accessible restrooms, including stalls large enough for a wheelchair and proper handrails.
- Accessible sinks and mirrors at appropriate heights.
- Adequate space for maneuvering in restrooms.

Please describe your plan:

Seating

- Designated accessible seating areas with clear sightlines.
- Flexible seating arrangements to accommodate wheelchairs or mobility devices.
- Companion seating for those with disabilities.

Please describe your plan:

Signage

- Clear, large, and high-contrast signs indicating accessible areas (entrances, restrooms, etc.).
- Braille or tactile signs for attendees who are blind or visually impaired.
- Visual or text-based signage for Deaf or hard-of-hearing guests.

Please describe your plan:

Transportation and Mobility

- Availability of transportation options that accommodate wheelchairs or other mobility devices.
- Shuttle services that are ADA compliant, including lifts or ramps for buses.

Please describe your plan:

Communication Accessibility

- Sign language interpreters or captioning services for events with speeches, presentations, or performances.
- Assistive listening devices or induction loops for those with hearing impairments.
- Written materials available in accessible formats (large print, Braille, electronic).

Please describe your plan:

Program Materials

- Providing event programs in alternate formats (e.g., large print, electronic version, or Braille).
- Ensuring that the event's website is ADA-compliant with screen reader compatibility.

Please describe your plan:

Event Staff and Training

- Event staff will be trained on ADA requirements and how to assist guests with disabilities.
- Having a designated staff member or volunteer to assist guests with specific accessibility needs.

Please describe your plan:

Food and Beverage Accessibility

- Accessible food stations or buffets, with enough space for wheelchair users to reach the counter.
- Menu options for guests with dietary restrictions related to disabilities.

Please describe your plan:

Emergency and Evacuation Procedures

- Clear, accessible emergency exit routes.
- A plan for assisting people with mobility impairments during evacuation.
- Emergency alarms with both auditory and visual signals for attendees with hearing impairments.

Please describe your plan:

Audio/Visual

- Sound systems equipped with accessible features like volume control for individuals with hearing impairments.
- Closed captioning or subtitles for video presentations.
- If providing ASL interpretation, ASL interpretation should be captured on any livestreaming or video-recording of the event

Please describe your plan:

Assistive Devices

- Availability of wheelchairs, mobility scooters, or other devices for rent or loan.
- Accessible charging stations for electric mobility devices.

Please describe your plan:

Outdoor Accessibility

- Accessible pathways and temporary ramps in outdoor or tented event spaces.
- Providing shade and seating for individuals with medical conditions that require special consideration.

Please describe your plan:

Break Areas and Rest Spaces

- Accessible quiet areas or rest zones for individuals with sensory sensitivities.
- Comfortable seating options in accessible locations.

Please describe your plan:

Online Event Accessibility (if virtual or hybrid event)

- Ensure that any online platforms or streaming services used for virtual events are accessible to individuals with disabilities.
- Provide captions and screen reader compatibility for digital content.

Please describe your plan:
