

## CITY OF PHILADELPHIA



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

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# 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:

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## 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:

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## 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:

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## Signage

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

Please describe your plan:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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## 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:

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