

Sample Accommodations Checklist for Flyers

Make sure you follow up on all requests received. If it appears you will be unable to meet a specific request, follow up with the individual who made the request to determine whether an alternative arrangement can be made.

I will need the following accommodation in order to participate:

- Assistive listening device
- Captioning
- Translation

Language _____

- Reserved front row seat
- Large print
- Advance copy of slides to be projected
- Wheelchair access (including the stage)
- Wheelchair access to working tables throughout room
- Scent-free room (or consider messaging for your event to limit the use of fragrances)
- Lactation room
- Quiet room/fidget room
- Gender neutral bathroom
- Dietary Restrictions

List _____

- Other _____

Sample flyer notice

“We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).”