

ACCESSIBILITY CHECKLIST FOR MEETINGS AND EVENTS

What you can do to make your Committee and Temple event accessible?

- When publicizing your event or meeting place the access symbol and/or description in publicity pieces to indicate whether the event is fully or partially wheelchair accessible or accessible in other ways, particularly if it is held in someone's home—remember accessibility is not always an all-or-nothing proposition. Example: a house entrance and meeting room may be level, but a bathroom may have steps to negotiate or a doorway too narrow to fit through in a wheelchair.
- Provide, on PR, material, a name and phone number to call if people need more information on event access. People with access concerns may have questions on whether nearby parking is available, condition of surrounding terrain, location of level entrance, etc.
- All events should be publicized as “Fragrance-Free”—many people have adverse sensitivities to scented products.
- Familiarize yourself with a facility's access—location and operation of wheelchair ramps, lifts, assisted hearing devices, etc.
- Obtain a copy of the DISABILITY ETIQUETTE booklet from the Temple office.
- If participants use an alternate entrance for access purposes, specify someone to greet them and orientate them to the “sign-in” table, display table, donation drop-off location, etc.
- Set up rooms and furniture for maximum accessibility; people like to kibbitz and mingle rather than stay in one spot!
- Speakers should use microphones, and questions and comments from audience members should be repeated.
- When planning to serve food, be mindful of ingredients which are commonly problematic for people with food allergies. Some people can have severe reactions to nuts, dairy, etc. that can prove fatal. Post notices to advise people that such ingredients may be in snacks and refreshments.
- Contact the Access Committee if you have questions or need any information/consultation regarding your event's accessibility.
- **Please pass on this CHECKLIST to your new committee chairs and event planners—insure the link in the chain of communication in order to make Temple Sinai a community welcoming to all congregants!**