

# A good host is a good planner



*When you plan your next gathering, follow this checklist to insure all guests feel welcome and can participate.*

- ❑ The event location has no curbs, steps, rough terrain, or narrow passages that cannot be traversed by someone using a mobility aid, such as a walker, cane, scooter, wheelchair, or assistance dog.
- ❑ In choosing the event site, we have considered potential issues for our guests, such as lighting, sound, and chemical sensitivity.
- ❑ The event budget allows for accommodation costs for guests who need special foods, large print handouts, Braille transcription, or a sign language interpreter.
- ❑ The event schedule is flexible to provide for guests who need more time moving about or need frequent breaks.
- ❑ The event publicity explicitly welcomes everyone with a statement such as: *“In order to provide for any needs, such as wheelchair seating, hearing assistance, sign language interpreter, or large print/Braille materials, please contact \_\_\_\_\_ at least 10 days before the event.”*
- ❑ Registration for this event is available in a variety of ways, such as phone, fax, postal, email and online options.
- ❑ All who request accommodations will be asked to specify what they need. We won't assume a blind person can read Braille or a deaf person can read lips.
- ❑ Program presenters are informed in advance of any needs of any participants. For example: an interpreter or note taker will be present; visual presentations need to be orally described for blind attendees; a microphone that is connected to an assistive listening system.
- ❑ Any special accommodations for the event presenter(s) will be provided.
- ❑ Support people, such as interpreters and personal assistants, are included in the headcount for seating and refreshments.
- ❑ Name tags are printed in **bold** type, size 18 font.
- ❑ We're prepared to problem solve last-minute glitches like, “Where can my guide dog go to the bathroom?” or “Where can I charge my wheelchair battery?”

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*For more information on welcoming persons with disabilities in your parish, contact Sharon Urbaniak, Diocesan Disabilities Action Team, Diocese of Buffalo, 716-847-5514 or [surbaniak@buffalodiocese.org](mailto:surbaniak@buffalodiocese.org)*

