(Last updated: October 21, 2024)

## **Introduction**

Use this checklist to create an accessible, inclusive agriculture event for everyone, including people with disabilities:

### **Inform**

* Provide contact information for the person who will answer accessibility questions on the website, marketing, and/or promotional information

### **Reserved accessible parking**

* Parking spaces should be close to the (accessible) entrance, near a safe walkway, and free of debris
* 1 accessible parking space for every 25 non-accessible spaces

### **Walkways**

* Smooth or even surface, not slippery
* Free of debris or barriers on the path (protruding from sides or hanging from above)
* 36” wide path of travel (can reduce to 32” for entry way)
* 60” diameter if turnaround is needed

### **Entrances & ticket booths**

* Ramps (1” rise for 12” run)
* Any thresholds (usually in doorways) should not exceed ½” in height
* Ticket and retail counters a maximum of 36” above the floor
* **Restrooms**
* Permanent accessible restrooms: 1 accessible stall per bathroom
* Temporary restrooms: Rent 1 or more accessible portable bathrooms, depending on the size of the event

### **Signage & communication**

* Wording on signs should be as simple as possible. Additionally, you could add:
  + Pictures (e.g., a picture of a pumpkin and an arrow) to increase accessibility for a variety of audiences, including those with difficulty reading English
  + QR codes that lead to an audio version of the sign
* Portable microphones for tour guides or presenters

### **During the event**

* Designate seating space for wheelchair users and individuals with mobility disabilities.
  + Include companion seating next to reserved seating (usually 1-2 additional seats)
* Staff/volunteers are aware of any known accommodations to be provided
* Staff/volunteers know location of accessible restrooms, parking, and emergency exits

### **Emergency exit**

* Emergency exits must be clearly marked and accessible
* Post signs along the exit route indicating the direction of travel to the nearest exit
* Mark doors of passages that could be mistaken as an exit route