

University of Central Arkansas

Planning an Accessible Event Checklist

To fully meet our institutional goal of being a diverse and welcoming campus, individuals with disabilities must be given the opportunity to participate in university events. This page offers helpful tools to assist you in this planning process and the Disability Resource Center is always available to work with any event planner.

For further details regarding these accommodations, please visit www.uca.edu/disability/campus-resources/event-planning or contact the Disability Resource Center at (501) 450-3613.

Statement for Publication

- € Include a standard accessibility contact statement on all of your publicity (i.e. print ads, websites, etc.) and include an event contact for accessibility.

Example: If you need a disability related accommodation or wheelchair access information please contact (Enter Name) at (Phone Number) or by emailing (Email Address). Accommodation requests should be made by (Date) (Requests should be made at least 1 week in advance).

Financial Responsibility & Accessible Facilities

- € Know how accommodations for your event will be funded. All questions about event funding should be directed to the department head/manager (i.e. Director, Dean, Vice President, etc.) of the unit responsible for the event.
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