



FVPC ACCESSIBLE EVENT PLANNING IMPACT SHEET

The FVPC Disabilities Ministry created this impact sheet as a suggested guide to making events more accessible at FVPC for people of all abilities. *If you have any questions or would like to discuss more options please contact abtmn95@gmail.com (Angie Bateman) or nflesh1@gmail.com (Nicole Fleshman).*

Marketing/Signage

- The signage/graphic for my event uses high-contrast colors and a large font. We suggest a minimum of 12 points, but 16 points can improve readability for many.

Path of Travel

- The path of travel is free of obstructions, step-free, and wide enough for a wheelchair (36+ inches).
- The ground/floor surface is hard and not slippery (especially if on grass/AstroTurf).

Technology

- If using, display screens are visible from all areas of the room.
- If using tablets for registration/check-in, they are accessible.
- I have reserved microphones or lavaliers for speakers.
- If the audience will need microphones to participate, I have reserved them.

Event/Room Set Up

- There are clear pathways (36+ inches) between tables and around displays.
- There are adequate spaces dispersed throughout the seating area to allow for wheelchair seating and the use of other mobility aids.
- If using tables/desks, a wheelchair can fit underneath including check-in.
- The presenter/speaker is visible from all areas of the room.
- The space is well-lit.
- If an event in the sanctuary involves bringing guests up on stage a clear pathway is provided and directions are given on using the accessible ramp.

Food/Beverage

- I have labeled food (i.e., gluten-free, allergens, etc.). If using external vendors, I have checked to ensure the vendor can provide food labeling or alternative menu options.
- Food and beverage tables are accessible to individuals in wheelchairs (i.e., height/location).