APPENDIX 6:
PSA CHECKLIST

HURON-CLINTON
METROPARKS

Events/Programs Accessibility Checklist

Event Name:
Event Description:
Audience:

Marketing Description

Benchmarks	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1.Does program description contain information about terrain & environment the program will take place in?						
2. Is this program an accessible program? How?						
3. Does program description contain expectations of how visitors will engage in the program content, including expected distance of travel throughout the site?						
4. Are any and all access features or barriers highlighted?						

Considerations

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1.If the event is at night, is there sufficient lighting from the parking lot to the event and at the event activities?						
2. If the event is during the day, are there shaded areas (shelters/tents) available?						
4. Is there a range of seating options available including accessible table heights and places where wheelchair users can pull up to tables?						
5. Where there is a speaker or instructor, can the speaker be heard from any place at the event? (is a microphone and speaker being used)						

Facilities and Food

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1. Are there accessible restrooms in the event location? Have you made arrangements to bring in a portable accessible toilet?						
2. Are there accessible paths to restrooms especially from program locations?						
3. Are food service areas set no higher than 36" so they are accessible to individuals who use wheelchair for mobility or those with other types of mobility impairments?						
4. Does refreshments clearly indicate allergens and gluten-free, vegan, vegetarian, or other options?						

Walks and Paths

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1. Are walk surfaces firm and stable with hard surfaces?						
2.Are travel pathways free of obstacles or protruding objects?						
3. Is there an accessible path of travel from the accessible entrance to the event location?						
4. Are accessible pathways designated with signage?						

Lighting & Signage

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1. Are signage & instructions navigating the space easy to find and in a clear location?						
2. Is signage at a good height (~5 feet from the floor/ground)						
3. Are trip and other hazards well illuminated?						
4.Is there sufficient lighting to navigate and participate in the event?						
5. Is the space free from triggering forms of light such as strobes?						
6. If no (for question 5), is this in the marketing description?						

In & Out of Park Space

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1. Is there accessible parking near the event location? If not, have you advised attendees and park staff where the nearest accessible parking is located?						
2. Is this information communicated on site and program materials?						

Additional Consideration

Benchmark	YES	NO	Not Sure	N/A	Comment/Explanation	Resource Needed
1. Have you informed all parties park staff, maintenance, police, and operations, have sufficient information about event description insufficient time of events						