Girl Scouts 100th Anniversary Local Event Accessibility Guidelines

In planning your Girl Scouts 100th Anniversary event, it is important to strive to ensure that individuals with disabilities have equal opportunities to access and enjoy the event. These guidelines will help determine if an event is truly accessible. Always remember that when planning your event, people who may attend are often unfamiliar with local directions, resources, and services, so try to make any instructions very clear.

Depending on the size of your event, it is advisable to have someone designated as the "Accessibility Coordinator" who can ensure that volunteers and participants understand the accessible features of the event.

In general, special events should include accessible parking, accessible routes leading to accessible entrances that include an accessible path to an accessible seating/viewing area. It is understandable that it may not be feasible for certain aspects of an event to be made fully accessible (i.e. a building's entrance may include steps due to its age); however, it is important that as much as possible be done to ensure that an event is accessible to all. For more information or for specific questions, please contact Andraéa LaVant, Inclusion Specialist, at 202-534-3791 or alavant@gscnc.org.

PHYSICAL ACCOMMODATIONS

Accessible Entrances

Yes	No	N/A	
☐	☐	☐	Is the main entrance to the building accessible? This means that the entrance doesn't require the use of stairs and has a width of 36" or more. It should have an electronic push pad for the door or a pull weight of less than 10 lbs for external doors and 5 lbs for interior doors. If doors are heavy or difficult to open, consider having a staff person available to assist.
☐	☐	☐	Is the floor/area where the event is being held accessible by chairlift, elevator, or ramp? Areas that require a chairlift for access should be avoided. (Lifts frequently break down and are not recommended for use.)
☐	☐	☐	If there is a chairlift, has its operation been checked? If the lift is operated by a key, do event staff have possession of the key? Is there someone available who knows how to operate the lift?

☐ ☐ ☐ Does the accessible entrance have a readily identifiable accessible route to accessible restrooms and accessible seating/viewing areas?

Accessible Parking/Routes/Paths of Travel

Yes **No** **N/A**

☐ ☐ ☐ If parking is provided for the event, has accessible parking been identified? Accessible parking spaces should be available near the accessible entrance.

☐ ☐ ☐ If no parking is provided, is an accessible passenger loading and unloading zone provided?

☐ ☐ ☐ Are accessible routes provided both to enter and to maneuver within the event with barrier free access to event areas? This includes ensuring that no obstructions such as ice, snow, debris, cords, wires, hoses, etc. are located within the accessible paths of travel.

☐ ☐ ☐ Are sidewalks even and in good repair?

☐ ☐ ☐ Are there curb cuts?

☐ ☐ ☐ Are accessible paths at least 36 inches wide?

☐ ☐ ☐ If the event is located on a floor above ground level, is there an elevator which can accommodate a wheelchair user? Is the location of this elevator clearly identified? Do the elevators include Braille signs?

☐ ☐ ☐ Are accessible routes identified with an access symbol, including directional arrows, with visibility optimized?

Accessible Transportation

Yes **No** **N/A**

☐ ☐ ☐ If the event itself includes transportation, are wheelchair accessible vehicles available and advertised as available to the public?*

☐ ☐ ☐ Is the event located close to accessible public transportation?

☐ ☐ ☐ Is an accessible route provided from the public transportation stop to the building or facility entrance?

*Should you need assistance locating accessible transportation options, please contact Andraéa LaVant, Inclusion Specialist, at 202-534-3791 or alavant@gscnc.org.

Accessible Restrooms/Amenities

Yes	No	N/A	
☐	☐	☐	Is there at least 1 fully accessible male and 1 fully accessible female restroom, or 1 accessible unisex restroom available for the event?
☐	☐	☐	Is signage provided indicating which restrooms are accessible? Are there signs in Braille?
☐	☐	☐	If portable toilet facilities are provided, is there at least 1 accessible portable toilet available and is it located on a level area that is not on a steep incline (2% slope or less)?
☐	☐	☐	If drinking fountains are provided, are accessible drinking fountains available?
☐	☐	☐	If telephones are provided, are accessible telephones available?
☐	☐	☐	If food or beverages are provided, is this service located on an accessible path? Are self-service items reachable from a seated position with accessible operating mechanisms?
☐	☐	☐	Is the registration/ticket booth accessible (no higher than 34 inches) or can a small portable counter-height table near the booth be provided?

Accessible Seating/Event Set-Up

Yes	No	N/A	
☐	☐	☐	Is accessible seating/viewing available that allows for at least one companion to accompany the person(s) with a disability?
☐	☐	☐	Are accessible and companion seating/viewing areas placed for maximum visibility using the international symbol for accessibility?
☐	☐	☐	Does the accessible seating area provide a clear and unobstructed line of sight for the event?
☐	☐	☐	If a stage or raised platform is provided, is it accessible by means of a ramp or wheelchair lift?
☐	☐	☐	If table seating is being used, is there at least one table that provides a clear knee space of 27 in. high, 30 in. wide, and 19 in. deep?

COMMUNICATIONS AND SENSORY ACCOMODATIONS

Websites and Written Material

Yes	No	N/A	
☐	☐	☐	Is there a statement or access symbol(s) on the announcement/website that indicates that the event will be held in an accessible facility?
☐	☐	☐	Is it stated on event handouts and other publicity/informational materials that they are available in alternate formats upon request (i.e. large print, Braille)?*
☐	☐	☐	Do the event website and publicity/informational materials include a clear statement about how to make an accommodation request, including providing a contact name and phone number/email?
☐	☐	☐	Is the event website itself accessible? To check, visit http://wave.webaim.org/.

*Should you need assistance developing accessible materials, please contact Andraéa LaVant, Inclusion Specialist, at 202-534-3791 or alavant@gscnc.org.

Sensory Accommodations

Yes	No	N/A	
☐	☐	☐	If amplified sound is being used, are there assistive listening devices available to request?
☐	☐	☐	Has a sign language interpreter been identified?* Adequate signage should be provided for locating the interpreter at the event.
☐	☐	☐	Has consideration been made as to where an interpreter would stand and easily be seen? Consider if lights need to be dimmed or turned off for a slide show or video.
☐	☐	☐	If a video or video clips are being used, is there captioning? (It should say "CC" on video.) If yes, become familiar with how to turn on the captioning on the video equipment.
☐	☐	☐	Have volunteers/staff been informed that service animals must be allowed to accompany their owners at all times and cannot be excluded from an event?
☐	☐	☐	Has lighting been checked to make sure light does not cast shadows on the presenter as not to create confusing visual effects?

*Please note that GSCNC does provide interpreters for Girl Scout events that require this service. For more information, please contact Andraéa LaVant, Inclusion Specialist, at 202-534-3791 or alavant@gscnc.org.

Other Optional Considerations

Yes	No	N/A	
☐	☐	☐	Does your event provide a "quiet zone" (an area with low noise and low visual stimulation) for individuals with disabilities and their companions to regroup?
☐	☐	☐	Does your event provide an alternative entrance line for individuals with disabilities in order to decrease the amount of time spent in line?
☐	☐	☐	Are you allowing an early entry time for individuals with disabilities?