



On Campus Event Checklist

This checklist includes suggested tasks and deadlines. Please note that when planning a larger event, more time needs to be allowed for pre-planning. There may also be necessary tasks that are not listed below.

TASK

When to Complete

<input type="checkbox"/> Discuss event idea with members of the organization/department	At least 1 month prior
<input type="checkbox"/> Research availability and cost of performers, speakers, or vendors	At least 1 month prior
<input type="checkbox"/> Pick a date and time for the event – Take into consideration other scheduled events by checking EMS, the RICalendar, and contacting other student organizations/departments	At least 1 month prior
<input type="checkbox"/> Develop a proposed budget with cost estimates	At least 1 month prior
<input type="checkbox"/> Apply for funding (SCG for Student Organizations)	At least 1 month prior
<input type="checkbox"/> Determine if the space you are thinking of reserving is physically accessible (i.e. Are doorways wide enough to accommodate a wheelchair? Is there an entrance that does not require the use of stairs? Are working automatic door openers in place at the entrance? Are ramps and working elevators available? Is there appropriate seating available to all? Is it possible to have three consecutive chairs next to the space for a wheelchair?)	At least 1 month prior
<input type="checkbox"/> If not, plan to relocate program to an accessible space	At least 1 month prior
<input type="checkbox"/> Space reservation, Donovan Dining catering order, and AV equipment request through EMS.	At least 1 month prior
<input type="checkbox"/> For audio visual presentations, take into consideration reasonable accommodations such as including subtitles and captions so individuals with hearing impairments are able to access the material and information. See below for more information on making accessibility arrangements.	At least 1 month prior
<input type="checkbox"/> If having food or refreshments, make sure food and beverage service is accessible to persons in wheelchairs or people with other mobility impairments	At least 1 month prior
<input type="checkbox"/> Performance contracts and W-9 – For Student Organizations, organization officers and advisors sign all contracts!!!	At least 1 month prior
<input type="checkbox"/> Promote the event – Do not advertise an event until the space is reserved and contracts are signed!	At least 1 month prior
<input type="checkbox"/> Have a member of the group be the designated person who will serve as a “sighted guide” to participants who are blind or visually impaired and/or	At least 1 month prior

serve as general a guide participants who need assistance finding their seating, restroom locations, and elevators. See below for instructions.	
<input type="checkbox"/> Make sure your publicity and advertisements include information regarding reasonable accommodations. For example, “If you need an accommodation to fully participate in this event, please contact [sponsor name] at [sponsor phone/email]” or “Individuals needing reasonable accommodations for disability access are to contact [sponsor name] at [sponsor phone/email]”.	At least 1 month prior
<input type="checkbox"/> Recruit organization/department members to help run the event	At least 2 weeks prior
<input type="checkbox"/> Event supplies and decorations	At least 2 weeks prior
<input type="checkbox"/> Outline of event timeline/schedule	At least 2 weeks prior
<input type="checkbox"/> Compile event rules or guidelines. Take into consideration the social suitability and varying attention spans of all participants	At least 2 weeks prior
<input type="checkbox"/> Compile handouts and/or programs. Use clearly readable font and large text size when possible. Make your materials available in electronic format when possible. Consider including the following statements on advertisements and materials for your event, “The goal of our event is to make materials and activities accessible to all participants. Please inform organization/department leaders of accessibility barriers you encounter and request accommodations that will make event activities and information resources available to you” or “This publication is available in alternate formats upon request. Please contact [Name and Number]”	At least 2 weeks prior
<input type="checkbox"/> Confirm space reservation, including setup and audio visual equipment.	1 week prior
<input type="checkbox"/> Confirm arrangements with all vendors and service providers	1 week prior
<input type="checkbox"/> Have signs directing attendees to entrances, elevators, and bathrooms. Please refer to signage policies for guideline and regulations http://www.ric.edu/administration/policies.php	Day of the event
<input type="checkbox"/> Make sure path to entryway is clear and accessible to all individuals	Day of the event
<input type="checkbox"/> Event Evaluation	Day after the event
<input type="checkbox"/> Thank You Notes	Day after the event
<input type="checkbox"/> Complete budget with actual costs and process payments (SCG for Student Organizations)	After bills are received
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

General Considerations:

Events should be designed to welcome people with of different genders, racial and ethnic backgrounds, abilities, and native languages. Ensure that person-centered language is used during the actual program/event and on all of the materials and advertisements. The goal is to provide comfortable, efficient, and equal access for all participants to events at Rhode Island College.

See next page for information on how to arrange for accessibility accommodations.

How to Arrange for Accessibility Accommodations

Participant is an individual with....	Type of Accommodation	Contact Information	Notes	Time needed for arrangements
Hearing Impairment	FM system. A FM system allows a listener with a hearing impairment to detect the sounds that are occurring, by placing a wireless receiver in the environment. Through the FM wavelengths, the sounds will be sent to the ear of the person with the hearing impairment.	Tony Carlino in AV at 456-8058.	The College has some equipment that will allow a person's FM system to be connected to the audio system at the event. Preferential seating may also be necessary.	As soon as possible, but no less than two weeks before.
Hearing Impairment	Sign Language Interpreters	The Commission on the Deaf and Hard of Hearing (CDHH) Interpreter Referral Service. Email Paul Barnaby at interpreter@cdhh.ri.gov with all event information, date, time, location, topic, and name of requester.	The department/organization hosting the event is responsible for payment to interpreters through the College's Master Price Agreement billing process.	As soon as possible, but well in advance.
Blind or Visually Impaired	Sighted Guide	Bernadette Dawson, Orientation and Mobility Specialist from the Sherlock Center, bdawson@ric.edu or 456-8922.	The Sherlock Center offers training to be a sighted guide. Would take around 30 minutes and focus on etiquette and the appropriate way to guide someone who is visually impaired.	As soon as possible.
Limited Mobility	Accessible transportation	Contact the RIPTA Director of Specialized Transportation at 784-9500 ext. 140 or the RIde information line at 461-9760 for details on available services from RIPTA. First Student bus company (943-7536) and various motor coach companies have accessible buses in their fleet that can be reserved upon request.	The department/organization hosting the event is responsible for payment for transportation services.	As soon as possible.