

### Master Gardener In-Person Event Planning Accessibility Checklist

This checklist is intended to support planning inclusive and accessible in-person events for Master Gardener volunteers and the public. It helps ensure all participants can safely and fully participate.

#### Event Basics

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Is this an in-person event or can some parts be done at home or remotely?		
Is the event indoors or outdoors?		
If outdoors, will there be shade or rain cover available?		
Is there seating provided? Is it accessible (sturdy, supportive, various heights and widths)?		
Are rest areas available throughout the site?		
Are restrooms on-site or nearby? Accessible? All-gender? Flush toilets?		
Are hand-washing or hand sanitizer stations provided?		

#### Arrival & Parking

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Is there clearly marked parking available? Is it free or is there a fee?		
Is there designated accessible parking? Is it clearly marked?		
Is there a clear, paved path from parking to the event area?		
Is public transportation available nearby?		
Are there bicycle racks or alternate transport options?		
Is a drop-off zone available for people with mobility needs?		

#### Venue Accessibility & Navigation

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Are paths to/from and within the event firm, stable, and wide		

enough for wheelchairs or mobility devices (minimum 36" width)?		
Are entrances free of steps, or are ramps provided?		
Is signage clear, with high contrast, large print, and arrows?		
Are volunteers available to assist with wayfinding or mobility needs?		
Is space available for service animals, including relief areas?		

 **Volunteer & Attendee Expectations**

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Will this role/event involve interaction with the public (children, seniors, etc.)?		
Are volunteers expected to do physical tasks like lifting, pulling carts, setting up tables/canopies, or walking long distances? If so, are carts, hand trucks, dollies, or other aids available?		
Can accommodations or task modifications be made if needed?		
Will volunteers be asked to use their own vehicle, mobile phone, or other personal equipment? If so, is support provided?		
Is extra training required (in person, Zoom, reading, video)?		
Are specific language skills or knowledge needed?		
Will volunteers earn Program or Partner hours?		

 **Communication & Preparation**

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Have you included an accessibility & accommodation statement in outreach materials?		

Have you provided a contact person for accessibility questions or accommodations?		
Are event maps, instructions, or materials available in large print, digital, and/or other alternate formats?		
Are instructions written in plain, easy-to-understand language?		
If any attendees may be Spanish speakers, are materials available in Spanish?		
Will visual materials be accompanied by verbal descriptions (if applicable)?		
Is a microphone or PA system available for speakers (especially in outdoor settings)?		

 **Breaks, Refreshments & Comfort**

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Is there a volunteer break area with food, water, and seating?		
Are water refilling stations available and clearly marked?		
Are food options labeled for allergens and dietary preferences (gluten-free, vegetarian, etc.)?		

 **Final Steps**

Accessibility Item	Have You Addressed This? (Y/N/N/A)	Notes / Steps to Take
Accessibility contact person identified and available during the event		
All volunteers/staff aware of and trained on basic accessibility expectations		
Feedback mechanism includes accessibility-related questions		
Emergency plans include considerations for people with disabilities		