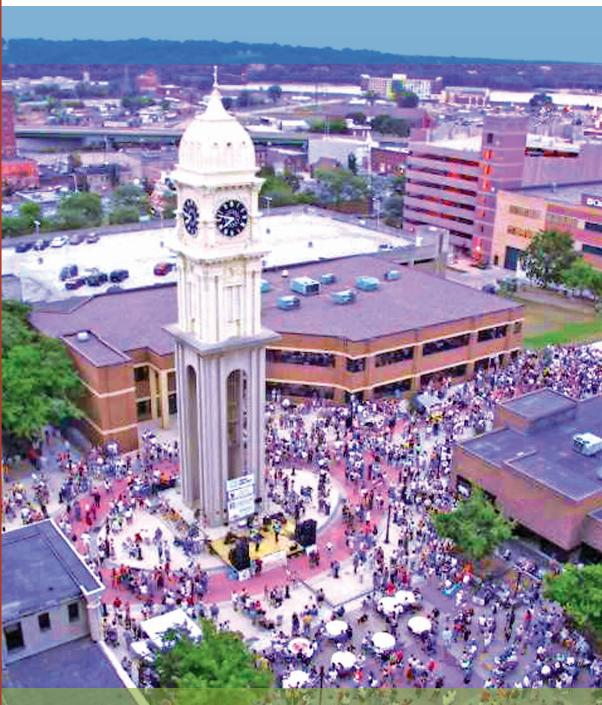


## OTHER IDEAS TO ENHANCE YOUR EVENT

- Family station/nursing tent for new parents
- Shade areas for the elderly or persons with sensitivity to sun
- Accessible hand-washing stations
- Advertise transportation access by The Jule or free trolley service to limit congestion and expand access to your event
- Make heavily traveled paths/areas well-lit
- Point out accessibility features to event staff/volunteers so people can direct questions to them



For more information on ADA standards, contact Gary Blosch with the City of Dubuque Building Services Department at 563.589.4150.



For resources to help make your event ADA accessible, contact Proudly Accessible Dubuque at 563.580.4208.

## TIPS FOR HOSTING ACCESSIBLE EVENTS IN DUBUQUE



# CONSIDERATIONS FOR IMPROVING ACCESSIBILITY AT YOUR SPECIAL EVENT

## Program

Please consider counters that are no more than 36" in height for registration/information counters and ticket sales. This makes it easier for persons in a wheelchair.

## Parking

If the event is adjacent to an existing parking area, please confirm that the accessible spaces are available for your event. If the event is at a temporary venue, be sure your plan includes accessible parking.

### ACCESSIBLE PARKING SUGGESTIONS

- Locate accessible parking spaces near accessible entrance.
- Locate accessible parking and access route on level ground.
- Make sure there is an accessible route or path of travel from accessible parking to the accessible entrance.
- Use this as a guide for the recommended number of accessible spaces:

<u>Total Spaces</u>	<u>Accessible Spaces</u>
100	4
250	7
500	9
1000	2% of total
1000+	20 + 1 for each 100

## Transportation

If providing transportation, please consider a convenient location for ADA-accessible drop-off for those using assisted transportation or public transportation.



## Pathways

Clearly marked accessible pathways are important for attendees and ensure a safer event for all.

### ACCESSIBLE ROUTE SUGGESTIONS

- We suggest a minimum pathway width of 36".
- Is your primary route level? Is the surface generally smooth (no tripping hazards)?
- Are there curb cuts where needed?
- Are there any protrusions that could prevent someone from navigating the route, or cause tripping or other injury?

These suggestions make it easier for attendees who use assisted devices, parents with strollers, or people who need additional room or support from someone to make their way through an event.

## Accommodation Requests

If the event includes a performance or a presentation, consider accommodating the following requests: assistive listening system, sign language interpreter, handout materials in alternate format (Braille, languages, etc.), closed-captioned videos.

## Ticket Sales/Seating

For indoor/outdoor performances, consider designating a certain number of accessible seats.

### ACCESSIBLE SEATING SUGGESTIONS

- Provide wheelchair seating locations at every admission price.
- Integrate wheelchair seating with other seating areas, i.e. front, middle, VIP, etc. with proper access to each area.
- Include companion seating next to wheelchair locations.
- Use this as a guide for the recommended number of wheelchair locations:

<u>Total Spaces</u>	<u>Suggested Number of Wheelchair Locations</u>
4–25	1
26–50	2
51–300	4
301–500	6
Over 500	6, + 1 for each 100

If seating includes tables, allow consideration for accommodating height and width. Are at least 5% of the tables 28"-34" high with at least 27" high knee space underneath (measured from floor to apron under table) by 30" wide and 19" deep, with at least 36" aisles between?

## Restrooms/Portable Toilets

Locate the restrooms along an accessible route of travel.

- Consider at least one accessible portable toilet at each cluster of toilets