Inclusive Event Planning

This playbook outlines the process of using technology to make events accessible for individuals with disabilities. Key components include providing live captioning and sign language interpretation to ensure inclusivity.

Step 1: **Assessment**

Evaluate the accessibility needs for your event. Consider factors like audience demographics, expected disabilities, and ask participants for their specific accommodation requests.

Step 2: **Research**

Look into technology solutions that facilitate accessibility. Some options might include live captioning services, sign language interpretation services, and assistive listening systems.

Step 3: **Budgeting**

Allocate funds in your event budget for accessibility services. Make sure to include costs for technology solutions as well as potential service providers like interpreters.

Step 4: **Procurement**

Secure the required technology and services. This may involve hiring certified sign language interpreters, subscribing to live captioning services, and renting necessary equipment.

Step 5: **Implementation**

Integrate the technology solutions into your event planning. This includes testing the services in advance, ensuring compatibility with event platforms, and preparing back-up plans.

Step 6: **Training**

Educate your event staff on how to operate the accessibility technology and on best practices for assisting attendees with disabilities.

Step 7: **Communication**

Inform attendees about the available accessibility features well in advance. Use multiple communication channels like email, social media, and the event website to share this information.

Step 8: **Feedback**

After the event, gather feedback specifically about the accessibility aspects. Use surveys or direct interaction methods to understand what worked well and what could be improved for future events.

General Notes

Legislation

Be aware of any legal requirements regarding accessibility for events in your region, such as the ADA (Americans with Disabilities Act) in the United States.

Continuous Improvement

Make accessibility a part of your event's continuous improvement process. Regularly update your practices to include innovative technology solutions and new standards in accessibility.