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LEGAL REQUIREMENTS

Title III of the Americans with Disabilities Act requires any business or organization to make all of their services available to individuals with a disability.

Title III also requires public and private entities to provide appropriate auxiliary aids and services where necessary to ensure that individuals with speech, hearing, and vision disabilities understand what is said or written and can communicate effectively.

While the items listed in the previous section are common event-related expenses, the following is a list of accommodations that may be requested by individual attendees.

Some of the most common individual accommodations include ASL interpreters, materials in electronic format, materials in large print, and CART, creating a standard set of accommodations that you always build into your event budgets will give you greater flexibility. For example, you may not always have requests for both CART and an interpreter at the same event, but setting these dollars aside gives you the ability to absorb unforeseen costs or reallocate that money to other requests or expenses as needed.

have separate tone and volume controls and may be configured to work with more than one speaker. The most common devices are wired, like the Pocket Talker. Smilar in purpose is the wireless and more flexible Personal Frequency Modulation System. Event organizers can purchase or rent these items if the individual does not own one him/herself. The purchase cost ranges from \$200 to \$800.

are preferable when there are several people with hearing loss in a group. The primary advantage is that multiple people can benefit from these systems, though they are expensive and not as portable as single-user devices. Costs for group ALDs range from \$500 to \$1800 depending upon the number of receivers, headphones, etc.

If you are holding your meeting in a large space, you should ensure that everyone in attendance has a clear line of sight to your presenters, presentations, and interpreters. If you have a stage, you will need a ramp to ensure that people with disabilities affecting their mobility can access it. While hotels generally offer these at no cost, should you be holding an event at a retreat center, you may have to rent a ramp to the stage that meets ADA requirements. The cost for the stage and ramp vary so you should request a price list from potential venues or rental companies prior to contracting with your venue.

TIP!

Always have the venue provide you with a diagram of the space using 36-inch-wide aisles ensure the space they are proposing will work for you needs.

To ensure that any ramps meet ADA requirements, including being of adequate width (36 inches), having an appropriate slope (no more than one inch in height for every 12 inches in length), and handrails.

are commonly used at events to show
PowerPoint presentations, videos, or broadcasts of the event.
Multiple screens may be needed to ensure that all
attendees especially those using wheelchairs who may have
limited mobility and Deaf and hard of hearing attendees who
rely heavily on sight have a clear line of sight. These screens
(not

(including projector) at a hotel.



Individuals who are blind or have low vision, people with cognitive disabilities, and others may need the material you are offering to be made available in alternate formats.

is defined as print that is at least 16 points in size and is made available to accommodate people with low vision. Large print can be done inhouse by changing the font of the document being offered or it may be outsourced, in which case the cost would vary. When creating documents in large print in-house, costs would include staff time and any special materials needed, for example, paper in larger than standard sizes.

is a clear and succinct way of writing designed to ensure that the reader understands the material quickly and completely. Creating material in plain language can often be done in-house or outsourced to providers that specialize in editing material. Hiring a plain language consultant can cost an average of \$450 to \$650 per day.



If you receive a request for materials in large print, be sure to let the venue. know so they can create menus and other materials in large print.