

To protect PC from an Office of Civil Rights (OCR) complaint we need to ensure we have an Access Statement on ALL online events open to students and the public.

The statement does not have to be long; it just must be there.

Here is a checklist to assist.

* All advertising, invitations, and brochures, have an access statement that includes multiple forms of contact, such as:
	+ “If you are an individual with a disability and need accommodations, please contact (name, phone number, email)”.
	+ This should be the event coordinator.
* All publications state that they are available in alternate formats upon request by including a statement that provides multiple forms of contact information, such as:
	+ “This publication is available in alternate formats upon request. Please contact (name, phone number, and email)”. This should be the event coordinator.
* Publications and materials are provided in alternate media when requested (example, Braille, large print, audiotapes, etc.).
* Marketing materials posted online should use a sans serif font (e.g.: Arial, Calibri, Tahoma) that is no smaller than size 14.
* All videos/films are shown with closed or open captions.
* Assistive Listening Devices (ALD) are available for events in person.