

49th Session
of the
University of North Carolina Asheville
Student Senate

SSB 017-019

SGA Event and Programming Accessibility Guidelines

Establishment of event and programming guidelines all SGA-sponsored events must follow to ensure accountability of serving students with diverse accessibility needs.

Adapted from Syracuse University's "A Guide to Planning Inclusive Events, Seminars, and Activities." *The link to this full document can be found in the "Supplemental Resources" document for SSB 017-019.*

Initiator: Vice President Lauren Bulla, Executive of Academic Affairs Austin Dowdy

Submitter: Senator Dora Tovar, Senator Sydney Nazloo, Senator Kayla Taylor

Sponsors: Disability Cultural Center, Office of Academic Accessibility

Action on the Bill

DATE Introduced on 03/28/2018

DATE Passed on 3/28/2018

Whereas: The Student Government Association of UNC Asheville recognizes the distinctive and unique needs of its' diverse student body by adhering to the following accessibility programming guidelines.

Whereas: In *preparation* for an event or program, SGA will be expected to:

- **Provide as Much Information as Possible Upfront, Including:**
 - Duration of event or program.
 - Schedule expressing *what* will be taking place.
 - Clearly state *how* and *where* to request accommodations for events.
 - Ensure the registration or sign up process is accessible. If using an online registration system, check its accessibility by using the WAVE Web Accessibility Evaluation Tool. *The link to this tool can be found in the "Supplemental Materials" document for SSB 017-019.*
 - Provide multiple avenues for attendees to communicate about questions or accommodations PRIOR to the event.
 - Provide extensive, thorough, trigger warnings, *when applicable.*
- **Ensure Advertising is All-Inclusive:**
 - Include information about accommodations in ALL advertising for programming & events.

-Flyers are to include: “If you require accommodations, use English as a second language, or have dietary needs, please email: (insert contact person, email address, and phone number)”.

-Advertising must be sent out early enough for all accommodations to be made prior to event/program.

-Electronic advertising must be screen-reader compatible.

- **Consider Community Member & Guest Needs:**

-Information regarding wheelchair accessible parking/general parking must be sent out prior to event. Include wheelchair accessible routes and information about parking questions that guests may have regarding events/programming on all advertisements.

- **Confirm that all Social Media & Email Use is Accessible:**

-When posting images online and through email, make sure to include description text about the content of the image. *An example of this can be found in the “Supplemental Resources” document for SSB 017-019.*

- If including a flyer or poster, there must also be a description regarding the contents, even if it is screen reader friendly.

Whereas: *During* the event or program, SGA will be expected to:

- **Be Clear About the Physical Accessibility of the Event Location:**

- Make location of wheelchair accessible entrances, bathrooms, etc. clear on the signage at your event, and in any materials you provide to attendees during the event and prior to it, *if applicable*.

- **Consider Accessible Seating and Other Physical Access-Related Accommodations:**

- Offer multiple types of seats with backs, considering people’s variable needs regarding preferences and issues of comfort.
- Availability of accessible parking and an accessible drop-off area.
- Accessibility of the primary entrance. Is it level or ramped? Does it have either an accessible door or automatic door opener?
- Availability of wheelchair seating in a space that allows for companion seating.
- Clear signage.
- Accessibility of restrooms and drinking fountains.
- Adequacy of lighting and space. Is the space appropriately lit for its intended use?
- Is there adequate space for Sign Language interpreters, service animals, wheelchair maneuverability, etc.
- Accessibility of outdoor space -- does the path of travel to the venue present barriers?

- If any activities will be held outdoors, does the space provide/ offer access for all participants?
- **Use Appropriate Symbol and Language Etiquette:**
 - Only use the wheelchair logo if, in fact, the venue you are using is wheelchair accessible. Be intentional with the services provided and the symbols associated with them to ensure clarity. *Other disability access symbols can be found in the "Supplemental Resources" document for SSB 017-019.*
 - Consider providing logos for "fragrance-free" events, or "sensory-friendly" activities.
 - People have distinct identities and experiences. Language etiquette matters -- promoting belonging is about respect. (for and toward diversity of the human experience, including but not limited to: race, ethnicity, class, disability and disability identity, gender and gender expression, sexual orientation, religion, place of origin, veteran's status, size, age, political perspective, etc.)
 - Ensure that adequate trigger warnings are given prior to the presentation of applicable content. *Content/trigger warning examples can be found in the "Supplemental Resources" document for SSB 017-019.*
- **Ensure Films and Videos Have Closed-Captioning:**
 - Many films have captions, contact and ask the filmmakers if there is a captioned version. If films are not captioned, make sure to announce this lack of accessibility in advance or, consider showing an alternate film that has captions.
 - If you're planning on using auto captions, PREVIEW the film to ensure reliability.
- **Be Cognizant of the Lighting and Sound:**
 - Some people may have difficulties with the flicker of fluorescent lights. Similarly, some individuals with low vision may prefer to be in rooms with low lighting. For individuals utilizing sign language interpretation, however, low lighting can make seeing interpreters difficult, if not impossible. Be cognizant of the lighting options available in your event space.
 - Loud sounds can also pose difficulties for certain individuals. If loud music is going to be part of your event, make sure to locate the source of the music (e.g., DJ and speakers) strategically, so that people who are sensitive to loud noise do not have to walk directly in front of it.
 - Make sure that movie screenings or speaker presentations are at a volume that is not too loud for those who are sensitive to noise levels. (If in doubt---ask attendees!)

- **Consider Inclusive Food Choices and Ingredient Labeling:**

- When ordering food via catering, etc., consider individuals with an array of food preferences and needs. Set up gluten-free, vegetarian, vegan etc. foods separately and label. (Arrange for complete ingredient labeling.)

Whereas: In addition to these guidelines, weekly SGA meetings be broadcasted on social media for all students to access, keeping in mind that our scheduled timeframe of Wednesdays at 9:00PM is rather inaccessible for many students, for various reasons.

Whereas: All relevant textual documents be printed prior to SGA meetings so as to accommodate to the accessibility guidelines listed above. (ie. Agendas, Legislation, Minutes, etc.)

Whereas: These guidelines have been designed as a means of providing for the needs of as many students as possible, considering the different ability statuses of students across campus.

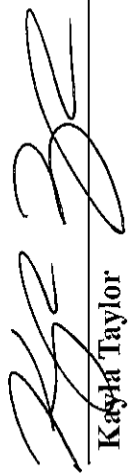
Whereas: All SGA members work to abide by these guidelines for all upcoming event and programming opportunities, *so long as the sections apply* to the activities of that specific event.

Therefore, let be it resolved that: These guidelines be meant to serve as a means of remedying issues of ableism on campus and ways to actively work toward making all SGA events and programs more accessible for all students per UNC Asheville's core values of Diversity & Inclusion.

Adopted by the Student Senate on the 28 day of March Two Thousand and Eighteen.

Legislative Librarian Approval

Chief of Staff Approval

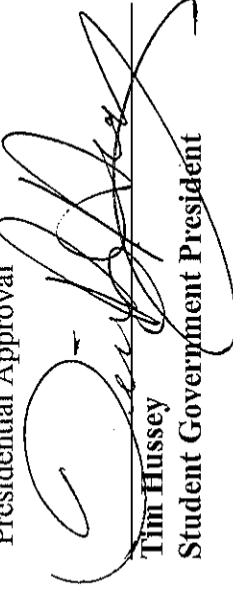

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