

## **ACCESS TABLE**

The purpose of an access table is to serve as a go-to location at all events where attendees can find information about accessibility and connect with service agencies providing access for that event. Setting up an access table at your events helps to demonstrate to the public that you are committed to providing equal access to people with disabilities.

### **Tips for Providing an Effective Access Table**

- Set up the table near the main entrance of event or by another important landmark, ideally adjoining to information or check-in/information table
- Mark clearly with signage - "Access Table"
- Inform those staffing the table of all accessibility provided at the event, where accessible seating is located (be sure to reserve at least 10 seats for an accessible seating area), locations of accessible restrooms and the best path of travel for accessible routes. It would also be helpful to locate a quiet room in case this space is needed for someone with a processing disability.
- Advertise the Access Table on your website or social media pages so that people know it is there and where to go for assistance
- QR code is a good resource, but is not something can be done independently for someone who is blind.

### **Information Provided**

- General information about the program and event set up (i.e., full program in large room with tables on perimeter of room with representatives of different organizations sharing information)
- Can serve as meeting point for the following service providers including:
  - ASL interpreter(s)
  - Audio describer
  - Wayfinding assistance (for blind/low vision individuals) and any other accessibility requests
- Materials in alternate formats
  - Materials should mirror any information at the general check-in/information table
  - Be sure to have **at least 10 copies** of your materials in alternate formats
  - Extra copies can be left at the access table for reference
  - Materials printed out in large print (Arial, 22-point font unless other font size requested)
    - Braille materials should be made available upon request
      - Chicago Lighthouse: <https://chicagolighthouse.org>
      - Horizons for the Blind: <https://www.horizons-blind.org/braille/>
  - Sending out information by email so those who use screen readers can review materials ahead of going to the event.
  - Plain text version made available to email and put on website
  - Audio recording of program or materials either placed on website, or available to be emailed