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**Communications Accessibility Checklist**

**Make Sure Your Website…**

* Uses sans serif fonts and all text is font size 16 pts or higher.
* Has high [color contrast](https://webaim.org/resources/contrastchecker/?fcolor=0000FF&bcolor=FFFFFF).
* Has [alt text](https://accessibility.huit.harvard.edu/describe-content-images) for all images and graphics.
* Has no flashing or blinking images (or at least has a way to disable them).
* Has a “skip navigation button” for screen readers.
* Does not have timeouts (or at least prompts users to extend their time before it runs out).
* Has a way for people to submit feedback on the website’s accessibility and to inquire about the accessibility of events.

**Make Sure Your Videos…**

* Have accurate captions – not just auto-generated ones. YouTube can provide [auto-generated captions that you can edit](https://support.google.com/youtube/answer/2734796?hl=en), even if you plan to post the video on a different website.

**Make Sure Your Podcasts…**

* Have [transcripts](https://www.w3.org/WAI/media/av/transcribing/) in sans serif fonts and without timestamps.

**Make Sure Your Zoom Calls and Hybrid Meetings…**

* Have [automated captions turned on](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0058810) (or even better, hire a captioner and/or ASL interpreter!)
* Have a tech support person to help with answer any tech questions participants may have.
* Have a moderator to keep track of questions in the chat, especially if the event is hybrid.

**Make Sure Your In-Person Events…**

* Have microphones for all speakers.
* Have aisles and doorways that are wide enough to accommodate wheelchair users.
* Have chairs that are moveable so that wheelchair users can sit among the attendees (and not in the aisles, the back of the room, or in designated wheelchair-only areas.)
* Have an announcement both verbally and in written materials about where accessible restrooms are located, where quiet spaces are located, etc.
* Provide Sign Language Interpreters and CART (Communication Access Real Time Translation).
* Provide handouts in alternative formats (such as large print and Braille).
* Train and educate greeters and ushers on accessibility protocols, and on welcoming, respectful, inclusive language. Do not force assistance upon someone. Gently offer, but if someone declines help, avoid asking “Are you sure?”
* Ensure all promotional materials for the event have an accommodation statement and information on how to request specific accommodations.

**Further Resources**

* RespectAbility’s [Basics of Online Accessibility](https://www.respectability.org/basics-of-accessibility/) website
* Color Contrast and other [accessibility checker tools](https://accessibility.18f.gov/tools/)
* RespectAbility’s [Inclusive Congregations Guide](https://www.respectability.org/faith-inclusion/inclusive-congregations/)