



## Evaluating Your Wedding Venue's Accessibility

*Increasingly, the wedding guest experience has evolved into becoming one of the top priorities for engaged couples. This experience begins with the selection of your venue. As you visit venues for your wedding day, use this checklist to ensure that all of your guests fully experience your wedding day.*

### QUICK VENUE DETAILS -

- Venue Name \_\_\_\_\_
- Name of Your Contact Person at the Venue \_\_\_\_\_
- Contact Phone # \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

### PARKING -

- Does the parking lot have accessible parking spaces available? **Yes/No**
- Is there flexibility to provide accessible parking spaces for those that need them? **Yes/No**
- Is there an accessible drop-off area near the entrance of the venue? **Yes/No**

### ENTRANCE/EXIT OF THE VENUE -

- Is the primary entrance well lit? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- Upon arrival, what is your first impression? Does it feel welcome to *every* guest regardless of physical ability? **Yes/No** **Issues** \_\_\_\_\_
- Is the path of travel from the parking lot to the entrance free of any barriers such as gravel, curbs or stairs? Is the grade of the path very steep? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- Is the primary entrance level to the ground or available via a ramp? **Yes/No**
- Are the entrance doors automatic or easy to open? **Yes/No**
- Does the primary entrance have a clear width of 32"? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- If the primary entrance is not accessible, where is the accessible entrance located? **Yes/No**
- Are the exit signs clearly marked? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_



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### VENUE STAFFING AND SIGNAGE -

- Is clearly marked signage located at the venue's primary entrance for all to see?  
Yes/No    **Additional Action Needed** \_\_\_\_\_
- Are the venue's staff trained to receive guests who are blind, in wheelchairs and hard of hearing?  
Yes/No    **Additional Action Needed** \_\_\_\_\_
- Does the venue permit the usage of large signs indicating the location of the accessible restrooms and elevators?    **Yes/No**    **Additional Action Needed** \_\_\_\_\_

### REACHING DIFFERENT LEVELS OF THE SPACE -

- Are there any rooms or floors not accessible by a guest elevator?    **Yes/No**
- Does the guest elevator open a minimum of 36" wide and 48" deep?    **Yes/No**
- Are the elevator buttons low enough for wheelchair/scooter users to reach? Do the buttons have Braille markings?  
Yes/No    **Additional Actions Required** \_\_\_\_\_
- Do the guest elevators have auditory signals?    **Yes/No**
- Are there handrails on both sides of all of the stairs?    **Yes/No**

### THE PUBLIC RESTROOMS -

- Do the public restrooms have at least one large restroom stall that is wide enough to accommodate a power wheelchair or a scooter (*at least 42-48" wide*)?    **Yes/No**
- Does the large restroom stall (*referenced above*) open outward?    **Yes/No**
- Does the large restroom stall have grab bars?    **Yes/No**
- Do the public restrooms have at least one sink set 29" from the floor with clear space underneath it? Is it at least 30" wide by 45" deep?    **Yes/No**
- Do the men's public restrooms have at least one urinal that is no higher than 17"?    **Yes/No**



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### THE BALLROOM SPACE -

- Does the entrance of the ballroom have a clear width of 32"? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- Is the entrance of the ballroom level to the ground or available via a ramp? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- Are the entrance doors of the ballroom easy to open? **Yes/No**  
**Additional Action Needed** \_\_\_\_\_
- Is the ballroom large enough to accommodate your wedding guest tables plus \_\_ wide aisles?  
**Yes/No** **Additional Action Needed** \_\_\_\_\_
- Does the underside of the banquet tables clear a minimum of 27" to accommodate the knees of the guests in wheelchairs?  
**Yes/No** **Additional Action Needed** \_\_\_\_\_
- Are the exit signs clearly marked?  
**Yes/No** **Additional Action Needed** \_\_\_\_\_

### THE OUTDOOR SPACE --

- Is the outdoor space level? Are there any holes in the grass or loose pavers that could cause someone to trip or affect the movement of a wheelchair or scooter? **Yes/No**
- Are there any steep inclines near the event space? **Yes/No**
- Are there any tree roots or large stones on the ground that could cause someone to trip or affect movement of a wheelchair or scooter? **Yes/No**

### NOTES -

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