



Age-Friendly Events Checklist

When events are age-friendly, they welcome perspectives from attendees of all ages and abilities—and promote participation to the fullest. Plan ahead for accessibility needs, and build it into your budget. Designate an accessibility point person for events, and provide clear ways to request accommodations.

Promoting the event

Communicate across channels.

- ☐ Use both print and digital advertising, and different registration options (digital form, phone, email and day-of) to reach a broad range of participants.

Create materials that are easy to read and understand.

- ☐ Use plain language and a clear sans serif font. In promotional materials, aim for at least 12pt font in digital, 16pt in print and 18pt in presentations.
- ☐ Use high color contrast between text and background.
- ☐ For digital materials, use image descriptions (“alt text”) to accommodate screen readers.

Share event and space information beforehand.

- ☐ Provide “Getting there” information for attendees ahead of time, including:
 - Locations for parking, accessible drop-off areas, nearest transit stops and bike racks
 - Walking distance to entrance and condition of the path (e.g., lighting, sidewalk condition)
 - Locations of ramps, stairs and elevators
- ☐ Share any unique aspects of the event or space (food options, childcare, strobe lights, loud sounds, content notes).
- ☐ Include information about which accommodations will be automatically provided and which are available upon request.
 - Other options to consider include mobility aids on site, language translation, ASL interpreters, CART services, Braille, large print materials and assisted listening devices.



Who is Age-Friendly Greater Pittsburgh?

Age-Friendly Greater Pittsburgh is dedicated to making our region more inclusive and respectful of all ages. We bring generations together to reimagine how our communities are built, and to advance equity through advocacy, education and innovation.

Local Accessibility Resources

Carnegie Museums
Accessible Websites Guide:
web-accessibility.carnegiemuseums.org

FISA Foundation Resources:
disabilityinclusionpgh.org/resources

Global Links Pittsburgh
(can provide mobility aids to organizations):
globallinks.org

Center for Hearing and Deaf Services (offers ASL and foreign language interpretation and assistive listening devices):
hdscenter.org

ACCESS Transportation
(transit options for older adults and people with disabilities):
myaccessride.com

Setting up the space

Pay attention to navigation and mobility.

- ☐ Do a test run of the path to and inside the venue considering varying disabilities. Prop doors open, and tape down electrical cords and rugs.
- ☐ Create wayfinding signage that directs attendees to key areas, like registration, elevators, restrooms and refreshments.
- ☐ Ensure clear walkways with 3-6 feet between aisles, 3 feet between rows and 5-7 feet between audience and presenter.
- ☐ Have wheelchairs and/or rollators on site for attendees to use as needed, with a trained person to support use.

Provide accessible seating options and restrooms.

- ☐ Offer different styles, like chairs with and without arms and backs, plus varying seat widths.
- ☐ Clearly mark priority seating areas and line up event staff to assist guests using wheelchairs, scooters or walkers.
- ☐ Restrooms ideally have wide stalls and grab bars, plus easy access sinks for attendees using wheelchairs or scooters. Designate gender neutral restrooms, if possible.

At the event

Prioritize welcoming, enjoyable participation.

- ☐ Event staff should orient attendees to the site, layout and schedule on arrival.
- ☐ Ensure adequate lighting. Provide light on the presenter. Avoid glare from windows on screens. Keep aisles and exits visible at all times.
- ☐ All speakers—including audience members with questions—should always use microphones.
- ☐ Presenters should speak slowly, spell out acronyms and describe images in the presentation. When possible, provide video captioning and live captioning services.

Get Involved

Want to be an
age-friendly
champion?
Get in touch!

Visit agefriendlypgh.org to:

- Sign up for our newsletter
- Download Photo Bank images
- Update your stats and facts at our Learning Hub
- Schedule a focus group or speaker

Not sure where to start?

Email info@agefriendlypgh.org
or call 412-532-7144 and we'll
take it from there.

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