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**Accessible Engagement  
Checklist**

**Purpose**

This tool supports City government practitioners in planning access accommodations for engagements. To learn more, review the Essential Accommodations guide at [engagement-toolkit.phila.gov](https://phila.sharepoint.com/sites/Teams-CAO-ServiceDesignStudio/Shared%20Documents/General/Projects/In-progress/MOCEVS%20ECE%20Toolkit/ECE%20Toolkit/08%20Prototyping/Content/Guides/5.0%20Radical%20Inclusion/engagement-toolkit.phila.gov).

**Instructions**

Set aside 30 minutes to review the planning checklist. Find a comfortable space to think and prepare to sit with questions about your engagement.

After completing an item below, check it off your list. These activities should take place before your engagement begins.

**Step 1: Identify**

To identify accommodations for your engagement:

* Review the Essential Accommodations guide at [engagement-toolkit.phila.gov](https://phila.sharepoint.com/sites/Teams-CAO-ServiceDesignStudio/Shared%20Documents/General/Projects/In-progress/MOCEVS%20ECE%20Toolkit/ECE%20Toolkit/08%20Prototyping/Content/Guides/5.0%20Radical%20Inclusion/engagement-toolkit.phila.gov).
* Ask community members what accommodations you need to provide.
* Provide your contact information for community members requesting accommodations.
* Confirm the resources you need to provide accommodations.

**Step 2: Plan**

To plan accommodations for your engagement:

* Meet with your sponsor to confirm available resources for your engagement.
* Create a flexible budget to provide last-minute requests for accommodations.
* Confirm co-facilitators, interpreters, or other service providers, as needed.
* Schedule an accessible space to host your engagement, as needed.

**Step 3: Implement**

To implement accommodations for your engagement:

* Communicate the accommodations you’ll provide to community members.
* Create accessible materials.
* Share materials with community members in advance.
* Reserve time during your engagement for community members to ask questions, offer feedback, and take breaks.
* Meet with co-facilitators, interpreters, or other service providers to prepare for your engagement, as needed.
* Turn on closed captioning or automatic transcripts in the virtual platform settings, as needed.