

ADA Guidelines for PLU-Sponsored Athletic Events, Music Concerts, Theatre Performances, Meetings, and Other Similar Events

Campus events need to be scheduled in spaces that are accessible to students, staff, and visitors. It is the responsibility of the coordinator of the event to make sure that the location is physically accessible and to be aware of particular limitations of the space (e.g., front and back access to a room, location of accessible restrooms, parking nearby, etc.). Coordinators should also be aware of the emergency evacuation plan in place for that specific location.

When academic credit is being sought by a PLU student, it is the student's responsibility to request academic accommodations through the Office of Disability Support Services. Please note, however, **that academic accommodations are a separate matter from basic accessibility, which should be provided regardless of whether it is requested.**

To Request Accommodations Based on Disability:

Individual accommodations typically requested for programs, concerts, and events include preferential seating, including designated spaces for wheelchairs, portable amplification systems, sign language interpreters, and modified formats of printed materials. Individuals who may be planning to attend campus events should be given the opportunity to request accommodations by a specific deadline, as well as the name of a contact person, either the coordinator of the event or the Director of Disability Support Services (DSS), 535-7206 or dss@plu.edu.

Requests for sign language interpreters should be made to the Director of Disability Support Services at 535-7206. The following should be kept in mind when requesting interpreters.

- Requests should be made at least two weeks prior to the event.
- Be prepared with billing information when requesting the interpreters.
- Two interpreters will likely be required as interpreters are required by law to take a break after 20 minutes of interpreting.
- Please be prepared to provide a copy of the script ahead of time.
- We recommend talking with the interpreters in advance of the event to discuss placement of the interpreters and deaf members of the audience, and to review how to prevent common problems, e.g., speakers talking very rapidly or two or more people talking more or less simultaneously.
- If specific equipment is available or if a sign language interpreter has already been scheduled for a specific performance, note that on printed materials. For example: "Assistive listening devices are available," or "Sign language interpreting will be provided at the (date and time) performance."