



NBA Community Election Forum Accessibility & Inclusion Checklist



Plan a Forum Your Community Can Participate In

A successful Community Election Forum should be designed so community members can **access, understand, and meaningfully participate** in the program.

Use this checklist during planning to identify accessibility, language, technology, and participation needs early.

KNOW YOUR AUDIENCE

Before finalizing the program, consider who you are trying to reach.

- Identify the communities and audiences the forum is intended to serve.
- Consider disability-access needs.
- Consider language-access needs.
- Consider transportation and location barriers.
- Consider technology barriers for virtual participation.
- Consider whether the date or time creates participation barriers.
- Ask community partners what accommodations or access needs they anticipate.

Ask: Who might want or need to participate—and what could prevent them from doing so?

CHOOSE AN ACCESSIBLE FORMAT & LOCATION

For **in-person events**, choose a location that participants can enter, navigate, and use comfortably. Confirm accessible entrances and routes, seating, restrooms, parking or transportation access, and registration/check-in. Consider whether participants can clearly see and hear the program, including lighting, acoustics, and background noise.

For **virtual or hybrid events**, use an accessible platform and provide clear joining instructions. Enable captions where available, test audio and video in advance, avoid communicating essential information only visually, and provide a clear way for participants to request assistance.

Planning Question: Can participants get to the program, enter or join it easily, experience the content, and participate fully?

PLAN FOR LANGUAGE ACCESS

Consider whether members of the intended community may need information in languages other than English.

- Ask community partners about relevant language needs.
- Determine whether interpretation is appropriate.
- Identify translated voter education resources where available.
- Provide translated promotional materials where appropriate.
- Ensure interpreters receive relevant materials in advance.
- Direct participants to authoritative multilingual voting resources.

Resource: [ACCESSIBILITY & LANGUAGE ACCESS RESOURCES](#) →

MAKE REGISTRATION ACCESSIBLE

Registration should help identify participant needs before the event.

Suggested Registration Question

Do you require an accommodation to participate fully in this program?

Type: Yes / No

If Yes: Please tell us what accommodation would be helpful.

[Short response field]

Optional Language Question

Would interpretation or translated materials be helpful?

Yes

No

Preferred Language:

[Short response or dropdown, as appropriate]

Planning Note

Provide a clear contact for accommodation requests:

Accessibility Contact:

[NAME / EMAIL / PHONE]

DESIGN FOR ACCESS & PARTICIPATION

Accessibility is more than ensuring participants can enter the room or join the program. Design the forum so people can **access the information, understand it, and participate meaningfully**.

Use clear, plain language and accessible materials. Consider readability, contrast, captions, screen-reader accessibility, interpretation, and accessible electronic formats where appropriate. Make it easy for participants to ask questions, engage in the discussion, and access important resources during and after the program.

Community partners can be an important resource in planning for access. Ask trusted partners whether there are communities you may not be reaching, accessibility or language needs you should anticipate, or barriers created by the proposed location, time, format, or materials. Use that input to adjust the program where appropriate.

Ask: Can the people we want to reach access the program, understand the information, participate meaningfully, and know where to go for additional help?

DAY-OF ACCESSIBILITY CHECK

Before participants arrive, confirm that the venue or virtual platform is accessible, requested accommodations and interpretation are in place, audiovisual equipment and captions are working, and volunteers know how to respond to accessibility needs. Ensure participants can easily locate seating, resources, assistance, and the person responsible for resolving access issues during the program.

LEARN & IMPROVE

Include accessibility in participant feedback and capture any issues or lessons that can improve future programming. Share relevant feedback with partners and the NBA Election Protection Initiative.

Participant Feedback Question:

I was able to access and participate fully in this program.

Strongly Agree | Agree | Neither Agree nor Disagree | Disagree | Strongly Disagree

ACCESSIBILITY QUICK CHECK

Before your forum, ask:

ACCESS — Can people physically or virtually participate?

HEAR & SEE — Can participants receive the information being presented?

UNDERSTAND — Is the information understandable and available in appropriate formats or languages?

PARTICIPATE — Can participants meaningfully engage?

GET HELP — Do participants know how to request assistance or an accommodation?

FOLLOW THROUGH — Can participants access the resources they need afterward?

Need Additional Support?

Find accessibility and language-access resources, planning tools, nonpartisanship guidance, reporting tools, and more in the **Resources** section of the NBA Election Protection Resource Center.

[EXPLORE RESOURCES →](#)

