### Accommodation Responsibilities Matrix Document your planning of inclusive events here.

|  |  |  |
| --- | --- | --- |
| Event Title: Event Date:[ENF](https://bit.ly/CSUSENF) Completed by: NAMEDATE:: | Dates and Timeframes: | Additional Details: |
| Accommodation Point of Contact for event: (name) Email/phone number:(enter here)  | Name this individual at the first meeting to discuss the event/event planning.  | Review responsibilities and outline dates. |
| Planning group determines if registration tools will be used  | Event Reg Tool to use: (Zoom, Qualtrics,EventBright, etc) | (ADD Link to Registration HERE) |
| Planning group determines appropriate accommodation language statement | (Accommodation Language Statement with Point of Contact info here) | Ensure all advertising copy contains this language. |
| Advertising published: DATERequest from: (NAME)Date Request Received:  | Contact Staff ASL Interpreter: (email link is clickable- DATE) | Request for: (1 or more)ASL Real Time CaptionsOther |
| Notified Event Presenter(s) of request, shared programmatic and technical considerations on: (DATE) | Presenter(s) will forward material: PowerPoint or slides, text for any spoken word, scripts) by: (DATE)Event HOST: Production ScriptFacilitation GuidesMinute by Minute Production Notes | Documents received:(list of Docs/Dates) |
| Media Review: (DATE)Captioning on videos for meetings and events are required | Staff ASL interpreter to ensure all media is captioned and/or resources for Captioning Media | Location of Captioned media: (Info or Link) |
| Forward Materials to Staff ASL Interpreter (can share this tool for up to date links) | ASAP, but no later than 7-10 days prior to the event |  |
| Event Host/Cohost(s):Event Producer:Event Moderator: | Link for event:Date for Producer:Event Moderator will: (edit tasks)mute/unmuteAssign Captioner Moderate visual/audio content | Link Docs Here:Event AgendaScript for Event |
| For virtual events, confirm settings with Host/Co host(s) and presenter.  | As needed, arrange a practice session prior to the event/meeting | Practice session date/time and link HERE |
| After Event Feedback MeetingDate/Time:Link: | Who will attend: | Notes and follow up:(link doc or take notes here) |