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

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| Event Title:  Event Date:  [ENF](https://bit.ly/CSUSENF) Completed by: NAME DATE:: | 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: DATE Request from: (NAME) Date Request Received: | Contact [Staff ASL Interpreter](mailto:michele.vincent@csus.edu): (email link is clickable- DATE) | Request for: (1 or more) ASL  Real Time Captions Other |
| 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 Script Facilitation Guides Minute 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/unmute  Assign Captioner  Moderate visual/audio content | Link Docs Here:  Event Agenda  Script 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 Meeting  Date/Time:  Link: | Who will attend: | Notes and follow up:  (link doc or take notes here) |