

STUDENT CLUBS AND ORGANIZATIONS ACCESSIBILITY CHECKLIST



The following guide offers best practices for creating accessible content for student clubs and organizations (e.g., flyers, emails, etc.).

TEXT AND READABILITY

- Use clear, easy-to-read fonts and avoid decorative typefaces.
- Ensure text is large enough to read comfortably (minimum 12-14 pt for printed materials).
- Use plain language; avoid excessive jargon or abbreviations.

COLOR AND CONTRAST

- Use high contrast between text and background.
- Do not rely on color alone to communicate important information.

IMAGES AND GRAPHICS

- Include alternative (alt) text descriptions when sharing digital flyers or images online.
- Ensure important information is included as text, not only within images.
- Avoid cluttered layouts that make content difficult to read.

EVENT INFORMATION

- Include the event name, date, time and location in text.
- Clearly provide contact information for questions or accommodation requests.
- Ensure any QR codes are accompanied by a readable URL when possible.

DIGITAL ACCESSIBILITY

- Add captions to videos shared on social media or websites.
- Ensure linked documents (PDFs, Word files, etc.) are accessible before sharing.

FINAL REVIEW

- Review content for spelling, readability and accessibility.
- Verify all links, QR codes and contact information are accurate.
- Ask someone else to review the content before publishing or printing.