



Checklist for Sensory Tools

Promoting Sensory Tools

- ☐ Promote the availability of sensory tools on websites, social media, and marketing materials
- ☐ Promotion messaging includes:
 - ☐ What sensory tools are available
 - ☐ Where sensory tools can be obtained at your venue
 - ☐ Information about any required costs or deposits
 - ☐ Contact information for questions and/or assistance
 - ☐ Respectful, plain language
 - ☐ Information about the organization's commitment to inclusion
- ☐ Announce availability of sensory tools at the beginning of events
- ☐ Include in written meeting announcements, programs, and bulletins

Instructions for Use

- ☐ Offer Instructions in multiple formats such as written, audio, Braille, and large print
- ☐ Write using plain language
- ☐ Include pictures, images, and/or symbols in addition to text

Maintenance

- ☐ Establish a schedule to ensure sensory tools are working properly. Maintenance schedule to include instructions to:
 - ☐ Test tools regularly
 - ☐ Sanitize tools regularly
 - ☐ Charge, test, and replace batteries

Staff Training

- ☐ Provide regular training for staff on:
 - ☐ Sensory tools available, where they can be checked out, and how to use them
 - ☐ Maintenance of sensory tools, including who to contact for repairs
 - ☐ Disability etiquette and awareness