

FIND YOUR EXTRA · IDEA GUIDE

# Create an Accessibility Action Plan



Use 3.21 to identify and commit to practical workplace accessibility improvements.

3.21 Week: March 15–21, 2027 · Rock Your Socks Day: Fri, March 19 · WDS Day: Sun, March 21 · Register at [Celebrate321.org](https://Celebrate321.org)

**Organizations & Workplaces****Go big****Create****Cost: Free to plan**

## WHY IT MATTERS

3.21 is a great moment to make lasting, practical improvements for employees and visitors with disabilities.

## HOW TO DO IT

- 1 Walk your workplace with the checklist on page 2.
- 2 Invite employees with disabilities to share input (optional, never required).
- 3 Pick 3 changes you can make this year.
- 4 Share your plan with your team.

## WHAT YOU NEED

- Checklist (page 2)

## PAIRS WITH THESE KITS

- Church Welcome Audit
- Every 21st Beyond 321 Interactive

## READY-TO-POST CAPTION

This 3.21, we made an accessibility action plan. #Celebrate321 #WorldDownSyndromeDay

## GOOD TO KNOW

Use person-first language (“a person with Down syndrome”). Celebrate, never pity. Feet photos are great; share faces only with permission.

## CHECKLIST

# Accessibility action plan

Walk the space, then pick three changes you can make this year.



| QUESTION                               | READY                    | NOT YET                  |
|----------------------------------------|--------------------------|--------------------------|
| <b>Getting here &amp; getting in</b>   |                          |                          |
| Accessible parking and a clear route   | <input type="checkbox"/> | <input type="checkbox"/> |
| Step-free entrance or ramp             | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors that are easy to open            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Inside the space</b>                |                          |                          |
| Wide, clear paths                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessible restroom                    | <input type="checkbox"/> | <input type="checkbox"/> |
| A quiet space to reset                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Communication</b>                   |                          |                          |
| Plain-language signs and materials     | <input type="checkbox"/> | <input type="checkbox"/> |
| Captions on videos                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Info offered in more than one format   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>People &amp; policy</b>             |                          |                          |
| Accommodation process is clear         | <input type="checkbox"/> | <input type="checkbox"/> |
| Inclusive hiring language              | <input type="checkbox"/> | <input type="checkbox"/> |
| Team trained on welcoming every person | <input type="checkbox"/> | <input type="checkbox"/> |

| OUR 3 COMMITMENTS | OWNER | BY WHEN |
|-------------------|-------|---------|
|                   |       |         |
|                   |       |         |
|                   |       |         |

Invite employees with disabilities to share input if they'd like to, never required. Share your plan with your team.