

Accessibility Lead

Anchor Reference Log, Full Build-Out

Owner: [Filled by: ____ at the Monday meeting] · Second: [name a backup before this lane goes live] ·

INTERNAL. Do not distribute outside the anchor team.

What this is. This is the one tracked home for everything the Accessibility Lead lane owns: named authority for access across events, content, meetings, volunteer tasks, quiet space, rides, captions, alt text, and disability-aware planning. The Owns line and the deliverables below are standing, they do not change week to week. The Status column is what changes: a deliverable moves from to done and stays logged so the next person can see the state of the lane at a glance. This is the full build-out version of the lane, the complete shape to grow into; the lean Team Org Chart shows only the anchors staffed right now. Pull templates from the field guide, do not rebuild them.

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Your Lane

- **Owner:** [Filled by: ____ at the Monday meeting].
- **Second:** [name a backup before this lane goes live].
- **What you own:** access across the whole campaign — events, content, meetings, volunteer tasks, quiet space, rides, captions, alt text, and disability-aware planning. This

lane is the named authority on access. It can flag, fix, or stop an inaccessible plan before it harms people.

- **Team you anchor:** Accessibility Team.
- **The one rule for this lane:** access is infrastructure, not a favor. If a plan is not accessible, this lane can stop it until it is. Build access in from the start; do not bolt it on after.

This team is opaque, trans, disabled, and poor, and works from home. Access is a condition the work runs inside. Content publishes through this lane's review; the Content Creator decides what is said, this lane makes sure it can be received. Event access is built with Scheduler / Advance and the Security lane.

This Sprint, In Priority

DO NOW

Set the content access floor with Content: captions on every video, alt text on every image, CamelCase hashtags, no strobe, plain language. Nothing publishes that breaks the floor.

- Stand up the access request path: how a volunteer or attendee asks for what they need, who answers, by when. Coordinate intake with Data so requests are logged, not lost.
- Write the meeting access standard so the Monday meeting and team calls work for everyone: captions, agenda ahead of time, no surprise on-camera demand.
- Confirm any event before June 26 has a venue access check and a quiet-space plan, or it does not run.
- Make the named-authority rule visible to every lane: who to ask, and that this lane can stop an inaccessible plan.

SOON

Run venue access checks and quiet-space setup for the closing-push events as they are scheduled.

- Build the rides and remote-participation plan so distance or transit is never the reason someone is shut out.
- Keep the content access review running daily as content volume climbs toward the hinge.
- Track access incidents and near-misses, fix the pattern, and feed serious ones into the access incident report path.

BACKLOG (only if a volunteer appears)

- Full venue access library for every county event type.
- A self-serve access guide for volunteers building their own materials.
- Post-primary access debrief: what worked, what to keep, handed toward 15 After.

Deliverables

Content access

Deliverable	When	Status	Where it lives / notes
Content access floor	Now		Field guide 11 (captions); captions, alt text, CamelCase, no strobe, plain language
Caption standard	Now		Field guide 11; on every video before it publishes
Alt text standard	Now		Field guide 11; on every image, real description not filler
Plain-language check	Now		Field guide 11; the message is no good if it cannot be read
Content access review pass	Now		Field guide 11; the gate content runs through, daily once volume climbs
Strobe and motion check	Soon		Field guide 11; protect people who cannot watch flashing video

Event and meeting access

Deliverable	When	Status	Where it lives / notes
Venue access checklist	Now		Field guide 03 (access); entrances, bathrooms, seating, sensory, transit
Quiet-space plan	Now		Field guide 03; one protected room per

Deliverable	When	Status	Where it lives / notes
			in-person event
Meeting access standard	Now		Field guide 06; captions, agenda ahead, no surprise on-camera
Event access packet	Soon		Field guide 03; built with Scheduler / Advance and Security
Remote participation plan	Soon		Field guide 03; from-home is the default, keep it real for everyone

Access requests and planning

Deliverable	When	Status	Where it lives / notes
Access request path	Now		Field guide 03; how to ask, who answers, by when
Access request log	Now		Field guide 03 and 08; intake coordinated with Data, nothing lost
Rides plan	Soon		Field guide 03; coordinate with Welcome & Events scheduler
Disability-aware planning notes	Soon		Field guide 03; access built in from the start of any plan
Access incident notes	Now		Field guide 11 (access incident report); fix the pattern, not just the case

Deliverable	When	Status	Where it lives / notes
Named-authority rule, published	Now		Field guide 03 and 04; every lane knows who to ask and that this lane can stop a plan

Your Volunteer Team: Accessibility Team

Access is infrastructure. This team has named authority to flag, fix, or stop inaccessible plans before they harm people. It carries the repeatable venue checks, content review, request coordination, and quiet-space work inside the lane.

Role	What they do	Volunteer
Venue access checker	Checks entrances, bathrooms, seating, sensory conditions, transit, parking, and quiet-space options	[unassigned]
Content access reviewer	Reviews captions, alt text, image text, CamelCase hashtags, strobe risk, and plain-language needs	[unassigned]
Access support / rides	Coordinates access needs, rides, remote participation, and backup plans	[unassigned]
Quiet-space lead	Sets up and protects quiet space at events when in-person gathering happens	[unassigned]

Accessibility Team deliverables

Deliverable	When	Status	Where it lives / notes
Venue access report	Now		Field guide 03; one per in-person event, before it is confirmed
Content access review log	Now		Field guide 11; what passed, what was

Deliverable	When	Status	Where it lives / notes
			sent back to fix
Caption and alt-text spot-check	Now		Field guide 11; catch what slips past the floor
Access request intake	Now		Field guide 03; logged with Data, routed to the right owner
Rides and remote plan per event	Soon		Field guide 03; nobody shut out by distance or transit
Quiet-space setup checklist	Now		Field guide 03; how the room is set and protected
Backup access plan	Soon		Field guide 03; what happens when a venue falls short last minute
Plain-language rewrite notes	Soon		Field guide 11; suggested fixes back to Content
Access near-miss notes	Soon		Field guide 11; the pattern that almost hurt someone
Volunteer access needs log	Soon		Field guide 03 and 09; access for the people doing the work, not only the audience

What Success Looks Like

- No content publishes without captions, alt text, and plain language; the floor holds.
- Every in-person event has a venue check and a protected quiet space, or it does not run.

- Anyone can ask for what they need through a known path and get an answer by a known time.
- Access is built into plans from the start, and this lane's authority to stop a bad plan is real and respected.
- The people doing the work, not only the audience, have the access they need to do it from home.

Pull From The Toolkit

- **03 Protection** — the doctrine: access as a condition the work runs inside, consent, and disability-aware planning. The spine of this lane.
- **04 The Team** — all-volunteer by design; the org chart and capacity matrix, and where this lane's named authority sits.
- **06 The Weekly Rhythm** — the Monday meeting and weekly plan that the meeting access standard protects.
- **08 The Voters** — the relational map and outreach the access request log coordinates with through Data.
- **09 The Volunteers** — owners not bodies; the volunteer access needs that let people do the work from home.
- **11 Going Public** — content, captions, and the access incident report: the content access floor and the incident path.

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