

Event Accessibility Checklist

When holding an event, have you considered:

Preparing for event

- Giving as much notice as possible to allow people to arrange transportation and disability supports (at least two weeks in advance)?
- Including information about the accessibility and duration of the event on all registration forms and event notices?
- Giving the option for people to identify their accommodation needs, including dietary needs, on the registration form?
- Providing the contact information for a person in charge of accommodations on all event notices?
- Providing disability supports, if required?
- Using Real Time Captioning for people who have significant hearing loss (book at least two weeks in advance)?
- Booking American Sign Language (ASL) Interpreters as soon as you confirm the date for the meeting (at least two weeks in advance)?
- Making presenters aware of what supports people with disabilities may need to be fully included in interactive activities. For example, if the presenter wants everyone to gather in one place, is there a clear route with enough space for people with mobility aids to participate?
- Training your staff and volunteers for the event on how to respectfully include all participants and support people with disabilities?

- If food is provided, making sure that the total count includes interpreters, note takers, attendants, and child-minders?
- Ensuring that organizers, presenters, and volunteers are aware of emergency evacuation procedures?

Event location

- Holding the event in a wheelchair accessible location close to public transportation with a working elevator?
- Whether or not access for wheelchair users is the main entrance? If not, are there clearly visible signs indicating the nearest accessible entrance?
- Ensuring that accessible entrances are well lit and not isolated?
- Holding the event in a location with enough accessible blue zone parking spots close to the entrance?
- Arranging to have people at entrances and throughout the facility to support people to access the event?
- Having clearly visible signs directing people to washrooms, telephones, elevators, etc...?
- Ensuring there is a wheelchair accessible bathroom nearby?

Event set-up

- Ensuring the event space is large enough for wheelchair users by having lots of space around tables and chairs with wide aisles?
- Having a place for refreshments that allows plenty of space on all sides for easy access for people with mobility aids or service animals?
- Having tables that are suitable for people using mobility aids?
- Having a space with a stage and screen that is easily visible?
- Ensuring there is no distracting background noise?

- Having reasonably good acoustics in your event spaces(s)?
- Ensuring that glare from windows is reduced with drapes or blinds?
- Ensuring all cables are well secured and away from access routes?
- Keeping the event space brightly lit for good visibility?
- Ensuring a scent-free environment?
- Ensuring that all areas, including speaking areas and break out rooms, are accessible for people using mobility aids?
- Laying out meeting space in a U-shape so that people using sign language can see each other and communicate with one another?
- Having a well-lit spot with ample space and a clear view for sign language interpreters that is placed directly across from participants who are deaf or hard of hearing?
- Reserving seats in front and across from the Real Time Captioning Screen and ASL interpreters?
- Ensuring there is a designated quiet area away from the main activities if patrons require it?
- Providing a water bowl for service animals, as well as volunteers to walk animals?
- Providing a suitable area for service animals to relieve themselves?

Event material

- Keeping presenters/activities on time as transportation for people with disabilities is not often flexible?
- Having presenters check with audience about the need for breaks?
- Providing alternate formats for notices, information given ahead of time, and handouts at the event (large print, Braille, audio CD)?
- Captioning all your videos and including an audio description of them?

- Verbally describing any visual information presented?

For longer events or conferences

Find out ahead of time for participants what options there are for:

- accessible transportation, lodging, and dining;
- emergency veterinarians (for service animals);
- and mobility aids repair services.

Sources:

1. ILRC Event Accessibility Checklist
2. Government of Ontario, "Planning an Accessible Meeting", from http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/understanding_accessibility/planning_meeting.aspx