

Planning Accessible Events Checklist

1. Picking the Date and Setting the Budget	Yes	No	N/A	Comments
Consult the multicultural calendar to ensure the proposed date of the meeting/event will not conflict with observance days that could impact participation. (Calendar available on the Office of Human Rights, Conflict Resolution and Mediation website)				
Set aside funds early in the planning process to accommodate requests for American Sign Language interpretation, computerized notetaking/real-time captioning, or to have materials prepared in an alternate format.				
Budgets should include accessibility considerations (check all that apply):				
<ul style="list-style-type: none"> ASL (American Sign Language) Interpretation/ translators 				
<ul style="list-style-type: none"> Notetaking services 				
<ul style="list-style-type: none"> Real-time captioning/equipment to support simultaneous interpretation 				
<ul style="list-style-type: none"> Attendants 				
<ul style="list-style-type: none"> Audio-visual equipment; e.g. laptop, projector etc. 				
<ul style="list-style-type: none"> Materials in alternative formats 				
<ul style="list-style-type: none"> Accessible parking costs 				
<ul style="list-style-type: none"> Dietary needs 				
<ul style="list-style-type: none"> Other accessibility considerations 				
2. Advertising	Yes	No	N/A	Comments
Give ample notice for your upcoming event with location, event start and end times. This allows people to arrange for transportation, assistants or other supports they may require.				
Provide space on your registration form or on the event notice for people to identify their accommodation requests (physical, alternate formats, etc.) or other specific needs. Participants could provide accommodation details via registration forms. However, consider also including contact information so that potential attendees can reach a person with their specific, confidential requests if they are not comfortable with providing details on a form. The following is a suggested accessibility statement: “We are committed to providing equitable access to this event for all participants. If you require accommodations, alternative formats, dietary considerations or other have other requirements, please provide details below or contact [NAME and CONTACT INFO]:”				
Follow up in a timely manner with people who request				

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accommodations to ensure appropriate supports are in place.				
Promote a scent-free environment for all events.				
Promote a latex-free environment for all events. Note: Balloons must be foil, not latex.				
If food is being served, give participants a chance to indicate specific dietary requirements.				
Ensure language used throughout your materials is inclusive.				
3. Meeting or Event Location (Building)	Yes	No	N/A	Comments
Visit the proposed meeting/event location to determine the accessibility of the room and pathway to reach the room. Ensure that all meeting areas have ramps, elevators and are otherwise accessible so that people with a disability can use all areas at your event independently or with assistance from a volunteer or a support person (e.g. registration desk, auditorium, breakaway rooms, stage, accessible washrooms within a reasonable distance.)				
A couple of days prior to the meeting/event and on the day of the meeting/event, check the elevator and door opening devices to ensure that they are operating properly. If they are not working and the event is on campus, please send an email with details to repair@uwindsor.ca .				
Preferably, elevators should have low buttons for wheelchair users, braille/raised number markings or audible floor announcements for people with low vision and visual floor indicators for people who are Deaf, deafened or hard of hearing.				
Determine the approximate distance for nearest accessible parking from the meeting/event location.				
Ensure transportation options for getting to the venue are realistic for people with disabilities. Is there a designated drop-off/pick-up location needed?				

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Make sure that the accessible entrance is the main entrance wherever possible.				
Alternatively, post clear, legible signs at multiple locations showing alternative, safe and accessible entrances. Ensure the signage is in large print, easy to read font, and with strong colour contrast.				
Consider the proximity of your meeting/event to breast-feeding and/or prayer space.				
4. Meeting or Event Room Set-Up	Yes	No	N/A	Comments
Aisles between chairs should be 38" (approximately 1 meter) or wider to allow for easy movement for wheelchair and scooter users.				
Tables should have clearance for individuals using wheelchairs. Depending on the use of the tables, consider whether it is appropriate to use tablecloths which could become entangled.				
Allow for plenty of space around tables.				
Good lighting (bright, without glare and adjustable.)				
The stage should be easily visible and always equipped with a ramp.				
Leave space in the front of the room, near the primary speaking area, for sign language interpreters. Reserve seating near the interpreters for participants who are deaf or hard of hearing and consider line of sight.				
Ensure spaces are left at various locations (front, middle, and back) in the seating arrangement to ensure varied locations for participants who use mobility devices.				
Cover all electrical cables or cords that cross over aisles or pathways.				
Reduce or eliminate background noise during events and ensure the area has good acoustics. All speakers should use a microphone so that anyone who is hard of hearing can take in all of the event content.				

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Post clear and easy-to-read signs showing locations of accessible washrooms, elevators and other accessible amenities.				
5. Meeting or Event Activities	Yes	No	N/A	Comments
Provide a choice of activities that are accessible to all abilities.				
6. Volunteer Training	Yes	No	N/A	Comments
Ensure that volunteers are easily identifiable (use name tags and/or other identifiers.)				
Train volunteers how to respectfully assist people with disabilities and to respond to any accessibility issues that may arise.				
Ensure that organizers, presenters and volunteers are aware of the emergency evacuation procedures.				
Depending on the nature of the meeting/event, you may want to offer childminding services if many of your attendees have children and the event is held during non-business hours.				
If food is provided, make sure the total count includes interpreters, notetakers, attendants and childminders.				
7. Support Persons and Service Animals	Yes	No	N/A	Comments
When a participant brings a service animal, provide directions to where the animal can relieve itself and the location of the nearest water fountain for the water dish.				
Ensure there is seating or space far from service animals for people with severe allergies.				
Consider waiving any fees associated for a support person an individual may require to accompany them.				
8. Accessible Communication & Presentations	Yes	No	N/A	Comments
If the room is equipped with FM transmitters, arrange for Assistive Listening Devices to be available and in working order or include this notification of availability in your advertising.				
Book American Sign Language (ASL) interpreters or computerized notetakers/real time captioning one (1) month in advance, if these services have been requested.				

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Provide interpreters and notetakers with agendas and presentation outlines as far as possible in advance to assist in their effectiveness.				
At the meeting/event, ensure that the interpreters and/or captioners are introduced and explain what they will be doing during the event.				
Remind presenters to end meetings or presentations on schedule (People making transit arrangements often have very little flexibility.)				
Remind presenters to make their presentations accessible (i.e. contrast, size, font, etc.)				
Produce materials in large print (16-point type or larger) and have them available electronically in case these formats are requested.				
It is always good to have a few print copies of event material available. Encourage and support presenters to offer copies of their materials in different formats before their presentations start.				
Ask attendees to notify the event planner in advance if they require alternative formats. Place this information on your registration form.				
For presenters, podium heights and audio-visual controls need to be adjustable to meet the needs of different speakers. Give consideration to the best microphone type to accommodate presenters.				
During the event, presenters should verbally describe contents of videos, written materials, images, or PowerPoint presentations for audience members with low vision or who are blind.				
Videos used at events should be captioned. Ensure that captions can be turned on before showing the video.				
Organizers should plan for breaks if presentations exceed 60 minutes. Let participants know in advance when the breaks are scheduled.				
9. Evaluating the Meeting or Event	Yes	No	N/A	Comments
Be sure evaluation forms include a section about accessibility of the meeting/event. This can provide valuable information for use in future event planning.				