

Planning Accessible Events Checklist

1. Picking the Date and Setting the Budget				
	Yes	No	N/A	Comments
The multicultural calendar has been consulted to ensure the proposed date of the meeting/event will not conflict with observance days that could impact participation.				
Set aside some funds early in the planning process in the event of a request for ASL/sign language interpretation, computerized note taking/real time captioning, or to have materials prepared in Braille.				
Budgets take into account accessibility costs (tick all that apply):				
<ul style="list-style-type: none"> ASL (American Sign Language) Interpretation/translators. 				
<ul style="list-style-type: none"> Note-taker 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 features. 				
2. Advertising				
	Yes	No	N/A	Comments
Give ample notice for your upcoming event – this allows people to arrange for transportation, assistants or other supports they may require.				
<p>Provide space on your registration form or on the event notice for people to identify their accommodations (physical, alternate formats, etc.) or other specific needs. The following is a suggested accessibility statement:</p> <p>“We are committed to providing equal access to this event for all participants. If you require accommodations, alternative formats, dietary considerations or other specific needs, please contact (name of person) at (number) or via email (email address here) with your request by close of business, (deadline).”</p>				

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Include your contact information so that potential attendees can contact you with their specific, confidential requests.				
Follow up in a timely manner with people who request accommodations to inform them of availability or any specific instructions/directions.				
On advertisements, include accessibility symbols and the duration of the event.				
Promote a scent-free environment for all events.				
If food is being served, give participants a chance to request dietary preferences.				
Ensure language used throughout your materials is gender neutral, respectful and 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 it is operating properly.				
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.				
Meeting area is in a quiet location without background noise and/or poor acoustics.				
Determine the approximate distance for nearest accessible parking from the meeting/event location.				

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Ensure transportation options for getting to the venue are realistic for people with disabilities. Is there a designated drop-off/pick-up location needed?				
Make sure that the accessibility 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 contrast.				
If a phone is available to participants, ensure that it is hearing aid compatible and/or has an amplifier. Also, a teletypewriter (TTY) should be available to participants who are deaf.				
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 be 36" (approximately 1 meter) or higher for individuals using wheelchairs. Depending on their use think about whether it is appropriate to use tablecloths which could become entangled.				
Allow for plenty of space around tables.				
Good lighting (bright, without glare and allows for adjustment.)				
Stage – easily visible, with a ramp. Give thought to the size needed for the use, particularly if any presenter has a disability.				
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 set up to ensure dispersed seating for participants who use mobility devices.				

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Cover all electrical cables or cords that cross over aisles or pathways.				
Reduce or eliminate background noise during proceedings.				
Post clear and easy-to-read signs showing locations of accessible washrooms, elevators and phones.				
5. Meeting or Event Activities				
	Yes	No	N/A	Comments
A choice of activities that are accessible to all fitness levels, including person's with physical disabilities and different athletic and activity levels.				
Ensure activities are planned with equal attention to the needs and aspirations of all, with meaningful inclusion of under-represented groups at all levels of the campus community.				
6. Volunteer Training				
	Yes	No	N/A	Comments
Ensure that volunteers are easily identifiable (use name tags and/or other identifiers.)				
Train volunteers about 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.				
Know the location of public telephones that are accessible (i.e. with volume control, with a TTY ¹ , and for wheelchair users, the coin slot should be 1.22m above floor level.)				
Depending on the nature of the meeting/event, you may want to offer child minding 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, note takers, attendants and child-minders.				

¹ A TTY is a telephone communications device that an individual with a speech disability or hearing loss uses by typing words in place of using voice. The caller and the receiver of the call must both have a TTY to communicate with each other, or either one can use the Relay Service (this number is located on the front pages of the telephone book).

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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 persons 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 note-takers/real time captioning one (1) month in advance, if these services have been requested.				
Provide interpreters and note takers with agendas and presentation outline as far as possible 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 available electronically in case of a request for such a format.				
It is always good to have a few print copies on hand. Encourage and support presenters to offer copies of their materials in different formats before their presentations starts.				

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Ask attendees to notify the event planner in advance if they require alternative formats or reasonable accommodations. Place this information on your registration.				
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 session, presenters should verbally describe contents of videos, or any written materials, including overheads or chalkboard notes for those audience members with vision loss.				
Encourage presenters to use captioned videos.				
Organizers or presenters should check with the audience about the need for breaks.				
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.				