

## Accessible Events Checklist

This is a quick tip checklist you can use to access your events accessibility – an extensive list with further explanation on all topics can be found here. Print out this page and add to your planning folders. Bring it with you to your site visits and on the day of your event!

### Physical Space

- Choose a venue with existing accessibility features (ask the venue in advance)
- Assess location for accessibility (getting to and from the venue)
  - Accessible Transit routes (available on public transit websites)
  - Accessible parking - nearby, accessible parking spaces, elevators in parking garages
- Assess Venue for Accessibility
  - Entrances/exits – Level entry or ramps available, automatic or button/wave to open
  - Washrooms – Available in main event space, accessible doors, accessible stalls
  - Elevators/escalators – Functioning if event takes place on multiple levels
  - Layout – Clearance for mobility devices, space between tables/chairs, tents, etc.
  - Hazards – Uneven surfaces, cords/cables
  - Stage/Presenter Area – Level or ramp installed

### Communications and Participant Experience

- Create accessible marketing and event materials
- Communicate as many event details as possible in advance, informing guests on accessibility features that are incorporated
- Closed captioning for videos
- Use anti-ablest language in all communications
- Ensure that your visuals are accessible, including any power points. Minimum 12 point for text documents and 16 point for slide texts and use San Serif styles
- If possible share presentation and written materials with guests in advance of the event
- Presentations:
  - Ensure speaker is using a microphone when speaking
  - Speakers should introduce themselves before beginning their presentation, this includes a self description.
  - Describe images and charts or any visuals in a presentation
- Where possible incorporate a virtual component to your fundraising event to extend your welcome to more guests
- Fundraising components:
  - Allow for multiple formats to accept donations (cash, cheque, card, online etc.)
  - Use large font on materials like raffle tickets, pledge forms, bid sheets, etc.
  - Designate a help desk or floaters to help guests fill out ballots, forms, tickets, etc.
  - Ensure all fundraising components are accessible online and in-person, send online formats in advance of the event

### Identify Accessibility Needs

- Provide a way for participants and volunteers with accessibility needs to request accommodations
- Provide deadline to submit accessibility requests
- Follow up with all participants/volunteers who request accommodations within 72 hours
- Decide on what additional accessibility features need to be implemented

### Volunteers

- Treat volunteers the same way as guests, ask volunteers if they require any accommodation and communicate accessibility features to volunteers, not only for themselves but for them to support guests needing accommodation
- Make sure volunteers are clearly identifiable with name tags or t-shirts

### After the Event:

- Distribute evaluations and surveys to all of the attendees. Give guests the opportunity to provide feedback and areas of improvement. A portion of the survey should be devoted to coming on the venues accessibility
- For the guests who requested accommodations, follow up with them directly to see if you met their expectations