

Canadian Equality Consulting's checklist to enhance the accessibility of your event



- Consider the timing of the event - avoid early morning and late evening due to caregiving needs
- Considerations for the venue - number of attendees; physical accessibility of the building (ensure doorways are clearly marked and have a min width of 32 inches), washrooms and event space; access to public transit, available parking and access to accessible parking; ample lighting for visual disabilities and safety; provide clear signage; ensure pathways at the event are clear and wide enough for mobility devices
- Consider the lighting, acoustics, and airflow - bear in mind that noise, flashing lights, and strong scents can trigger health issues for people; Consider the experience from the perspective of: mobility devices, assistance animals, people with low vision, auditory disabilities, and chemical sensitivities, etc.
- Ensure the event is promoted and advertised broadly - ask yourself who may be excluded?; does the advertising show diverse representation?; will the images be interpreted in the same way?; is the advertising in a language your audience will understand?; Are you using multiple methods of promotion (email, social media, website, flyers, etc. to enhance accessibility?); Use high contrast colours, text size 14 or larger; ensure marketing is compatible with screen readers
- Is there a clear contact identified where people could ask accessibility questions and seek accommodations to ensure they are comfortable and can participate freely at the event?'
- Provide live ASL interpretation and closed captions on videos
- Ensure water is readily available at multiple places throughout the venue; ensure caterers are aware of dietary needs and allergies and that all special meals are clearly labeled