

Accessible Events Checklist



Use the checklist to help you plan your event, so everyone can participate.

Name of Event

Date and Time

Event Location

Number of attendees

Venue

- Accessible parking/passenger drop-off area
- Located near public transportation
- Outdoor and indoor pathways free of barriers
- Doors easy to open
- Accessible washrooms
- Adjustable lighting
- Good acoustics (minimal echo)

Invitations and Promotion

- Due dates and contact information for accessibility requests included
- A variety of communication methods used
- A minimum of 12 point fonts for printed materials

Food and Refreshments

- Food, drinks and utensils easy to reach for people using wheelchairs
- Bendable straws and cups with handles available
- Food buffet assistance available

Room Set-up

- Clear, easy-to-read signs
- Clear floor space
- Cables and wiring secured
- Chairs provided and volunteer stand-ins near registration or ticket sales tables
- Reserved seating available

Speeches and Presentations

- Speakers provided tips on accessibility

Service Animals

- Relief area for service animals
- Water bowl provided

Volunteers

- Volunteer assigned to resolve accessibility barriers
- Volunteers reminded to ask guests, "How may I help you?"