Accessible Events Checklist

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

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<thead>
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<th>Name of Event</th>
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<table>
<thead>
<tr>
<th>Date and Time</th>
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<table>
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<th>Event Location</th>
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<table>
<thead>
<tr>
<th>Number of attendees</th>
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**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?”