

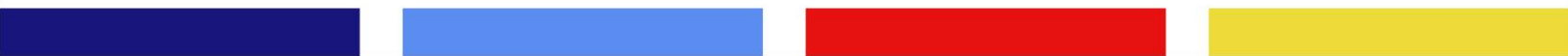
Accessible Events Checklist

Planning	Yes	No	Comments
The People			
Persons with disabilities or accessibility experts are included in event planning	<input type="checkbox"/>	<input type="checkbox"/>	
A disability organization was contacted for input and advice	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled persons or accessibility experts were included on tours of potential event locations	<input type="checkbox"/>	<input type="checkbox"/>	
Promotional and Event Material			
Plain English or Easy Read is used in written event materials	<input type="checkbox"/>	<input type="checkbox"/>	
Event website and social media are digitally accessible	<input type="checkbox"/>	<input type="checkbox"/>	
Text used is at least 12p and in easy to read font such as Tahoma, Arial, Myriad, Helvetica, Calibri, Candara, Corbel, Segoe, or Gill Sans	<input type="checkbox"/>	<input type="checkbox"/>	

Venue Selection	Yes	No	Comments
Accessible Parking and Transportation			
The venue has an accessible entrance reachable by bus, HandyDART, and taxi	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible parking spaces are clearly marked with the International Access Symbol	<input type="checkbox"/>	<input type="checkbox"/>	
There is clear access to accessible pick-up spots	<input type="checkbox"/>	<input type="checkbox"/>	
Venue Exterior			
The route to the building entrance is stable, firm, and slip-resistant	<input type="checkbox"/>	<input type="checkbox"/>	
If the route crosses a curb, there is a curb ramp or curb cut	<input type="checkbox"/>	<input type="checkbox"/>	
There is an entrance route accommodating wheelchairs and scooters	<input type="checkbox"/>	<input type="checkbox"/>	

Venue Selection	Yes	No	Comments
Venue Entrances and Doors			
Entrances are wide enough for people using wheelchairs and scooters	<input type="checkbox"/>	<input type="checkbox"/>	
If there is a separate accessible entrance, its location is posted on a visible sign	<input type="checkbox"/>	<input type="checkbox"/>	
Staff or volunteers are at entrances to help persons get to the meeting room	<input type="checkbox"/>	<input type="checkbox"/>	
Elevators			
Elevators are located close to the event space	<input type="checkbox"/>	<input type="checkbox"/>	
Elevators have Braille buttons and auditory signals for visually impaired persons	<input type="checkbox"/>	<input type="checkbox"/>	
Elevators are large for people who use wheelchairs and scooters, as well as attendants or service dogs	<input type="checkbox"/>	<input type="checkbox"/>	

Venue Selection	Yes	No	Comments
Washrooms			
Washrooms are equipped with an automatic or push-button opener	<input type="checkbox"/>	<input type="checkbox"/>	
Washrooms have a stall with space for a mobility device and/or support attendant	<input type="checkbox"/>	<input type="checkbox"/>	
There is an accessible washroom on the same floor as the event	<input type="checkbox"/>	<input type="checkbox"/>	
On-Site Operations	Yes	No	Comments
Seating			
Tables have enough room between chairs for wheelchair users	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled persons are not segregated by the seating arrangement	<input type="checkbox"/>	<input type="checkbox"/>	



On-Site Operations	Yes	No	Comments
Food and Drink			
Participants have the opportunity to indicate dietary needs ahead of the event	<input type="checkbox"/>	<input type="checkbox"/>	
Food is placed in locations accessible to people in wheelchairs or scooters	<input type="checkbox"/>	<input type="checkbox"/>	
If food is provided buffet style, someone will be present to help serve people who need assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Staff, Volunteers, and Presenters			
Staff and volunteers are aware of potential accessibility issues	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and volunteers have been asked to speak loudly, slowly, and clearly	<input type="checkbox"/>	<input type="checkbox"/>	
Presenters have been asked to speak loud and clear, and to describe any visual info on their slides	<input type="checkbox"/>	<input type="checkbox"/>	
Captions and sign language interpretation are provided	<input type="checkbox"/>	<input type="checkbox"/>	

Checks and Evaluations	Yes	No	Comments
Last Minute Checks			
Entrances, walking areas, and doorways are free of obstacles	<input type="checkbox"/>	<input type="checkbox"/>	
Signage is in place and clearly printed in large font	<input type="checkbox"/>	<input type="checkbox"/>	
Food has been labelled and placed accessibly	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and volunteers have been briefed on accessibility issues	<input type="checkbox"/>	<input type="checkbox"/>	
Staff or volunteers are in place to help guide participants to event areas	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluations			
Questions about accessibility are included in post-event evaluations	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback will be incorporated into future events	<input type="checkbox"/>	<input type="checkbox"/>	