Front matter: Accessibility Checklist

Why It's Important

An accessible event is one where everyone can take part, including people with disabilities, older attendees, families, and anyone facing a barrier. This checklist walks through the venue, promotion, food, room setup, sensory needs, presentations, digital access, service animals, and volunteer readiness so accessibility is planned rather than patched together on the day. Many of these steps cost little and make the event better for everyone. The earlier you use it, the more it can shape choices like which venue you book.

How to Use

1. Read the checklist early, before you confirm a venue, since the venue affects most items.
2. Fill in the event details at the top, including the accessibility contact and the volunteer responsible on the day.
3. Work through each section and check off what you have arranged.
4. Use the digital and virtual section for any event with an online element.
5. Invite attendees to request accommodations in your promotion, and give a contact and a deadline.
6. Review after the event and note what to improve.

What You Need

- A venue assessed against the checklist before booking.
- A named accessibility contact for attendee requests.
- A volunteer assigned to handle barriers during the event.
- Clear signage, reserved seating, and accessible washrooms confirmed.
- A way to gather accessibility feedback afterward.

Event Ready Accessibility Checklist

Sourced from Accessibility Canada's guidelines in June 2026
https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf

A living starting point. This checklist is drawn from the 2016 Accessibility Canada guidance. Treat it as a starting point and update it as standards and your community's needs change. Read it early, before you confirm a venue, since the venue affects most items.

Accessible Events Checklist

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

Event Information

- **Name of Event:** _____
- **Date and Time:** _____
- **Event Location:** _____
- **Number of Attendees:** _____
- **Accessibility contact (name / phone / email):** _____
- **Volunteer responsible on the day:** _____

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

☐ Printed materials use a minimum 12-point font

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 available near registration or ticket sales tables

☐ Reserved seating available

Sensory and Scent Considerations

☐ Quiet or low-stimulation space available for anyone who needs a break

☐ Event promoted as scent-aware, asking attendees to limit strong fragrances

☐ Lighting and sound levels kept comfortable, with strobe or flashing effects avoided or flagged in advance

Speeches and Presentations

☐ Speakers provided with accessibility tips

Digital and Virtual Accessibility

Use this section for any event with an online element, such as online registration, a live stream, or shared slides.

☐ Captions provided for video and any live-streamed content

☐ Registration form works with a screen reader and keyboard, and does not rely on colour alone

☐ Images in emails, posts, and slides include alt text

☐ Documents and web pages use plain language and clear headings

☐ A contact is offered for anyone who needs an alternative format

Service Animals

☐ Relief area available for service animals

☐ Water bowl provided

Volunteers

☐ Volunteer assigned to resolve accessibility barriers

☐ Volunteers reminded to ask guests, **"How may I help you?"**