Accessible Events Checklist



Answers

Before the event

☐ Physical accessibility – getting to and around the event

- Transport, drop off and parking
- Locate and enter
- Ramps, lifts, wide corridors and corners
- Automatic or lightweight doors
- Auditory access
- Power points
- Quiet space
- Flooring
- Power cords
- Food and drink
- Emergency exits
- Repeat venues
- Accessibility information kit

☐ Informational accessibility – clearly available or easily collected

- General event and accessibility information
- RSVP and registration
- Multiple formats and contacts
- Ticketing
- Reduce preparation time

☐ Attitudinal accessibility – staff knowledge

- Extend same courtesy
- Address the person directly
- Ask about assisting, respect the answer
- Use their name
- Age appropriate communication
- Respect multiple identity
- Don't assume you can spot every one
- Don't be afraid to make mistakes and try again!

Purple Orange | Disability Inclusion Training



During the event

☐ Physical accessibility – getting around, getting involved

- Signage
- Registration
- Seating
- Ramps
- Audio
- Lighting
- Animals

☐ Informational accessibility – multiple ways to engage

- Presentations available
- Online attendance
- Schedule
- Maps
- Lighting
- Menus

☐ Attitudinal accessibility – welcoming, knowledgeable, role modelling

- Welcoming
- Knowledgeable
- Available
- Role model interactions
- Feedback

After the event

☐ Seek feedback

- Document learnings
- Hire and co-design
- Review applications
- Share resources