

Event Accessibility Checklist

Millions of Canadians live with some form of visual, hearing, or mobility impairment. Given this, it benefits event planners and organizers to take measures to ensure that the experiences they create, are accessible to everyone both on-stage and in the audience. This is especially important given that many people with seeing, hearing, or mobility difficulties (particularly those with minor difficulties) may not relay their needs to stakeholders. Here are a few basic considerations to review before your next event.

HAVE YOU ENSURED THAT SOUND AND VISUALS ARE CLEAR?

- ☐ Has the audio system been optimized for clear sound?
- ☐ Is the stage well lit and can everything be seen clearly?
- ☐ Have you provided video magnification options in larger venues? (ex. live video feeds to projectors, monitors, etc.)

HAS ALL NOISE BEEN LIMITED?

- ☐ Has outside noise/echo been limited with pipe & drape, sound baffling, etc.?
- ☐ Has floor/stage noise been limited with carpet?
- ☐ Has sun glare been limited on presentation or performance areas via shutters, stage alignment, or pipe & drape? Please note that time of day and weather can affect the direction and intensity of glare.
- ☐ Have other visual distractions (flashing lights, movement, etc.) near presentation or performance areas been limited via shutters, lighting management, stage alignment, or pipe & drape?

HAVE ALL NECESSARY AUDIOVISUAL ACCESSIBILITY SOLUTIONS BEEN IMPLEMENTED?

- ☐ Is captioning available for the hearing impaired via in-person monitors or on-screen overlays on streams?
- ☐ Have visual descriptions been made available for the visually impaired? (ex. play by play commentary at sporting events)
- ☐ Have any supporting visual aids been made available to those with partial vision loss prior to a performance or presentation?

HAVE MOBILITY CONCERNS BEEN ADDRESSED?

- ☐ Is the stage accessible via ramps or wheelchair lifts if required?
- ☐ Does the floorplan have enough space for those with mobility assistance devices (ex. wheelchairs, crutches, canes, etc.) to move freely?
- ☐ Have all cables been tucked away, taped, or covered with cable-mats to prevent tripping/mobility hazards?

OTHER CONSIDERATIONS

- ☐ Has power and internet been provided for electronic assistance devices.
- ☐ Have you asked audience members, presenters, and/or performers if they require any other special accommodations?