



OUTDOOR EVENT

Inclusion & Accessibility Checklist

This checklist may be used to assist event planners to host inclusive and accessible events. Please note that these are guidelines only; there may be other areas of consideration.

Event Name:		Event Location:	
Event Date:		Event Time:	

EVENT PROMOTION & COMMUNICATION	
<input type="checkbox"/>	Provide event information in alternate formats such as large print, Braille, ASL, alternate languages, if requested.
<input type="checkbox"/>	Outline event accessibility and inclusion features on advertisements and site maps.
<input type="checkbox"/>	Event contact information should include a telephone, email and text option.
<input type="checkbox"/>	Use statements such as: <ul style="list-style-type: none"> ○ “To learn more about this event’s inclusion/accessibility features, please contact...” ○ “If you require specific accommodations, please contact...” ○ “If you have specific dietary needs, please contact...”
<input type="checkbox"/>	If gender information is being collected, provide an open ended option allowing people to identify their gender rather than check boxes for male and female genders only.
<input type="checkbox"/>	Ensure important event information in text format is separate from graphics.
<input type="checkbox"/>	Ensure language depicts respectful messages that are well-received by the public.
Notes:	

STAFF & VOLUNTEERS	
<input type="checkbox"/>	Recruit volunteers with knowledge in working with populations such as: people with disabilities, diverse cultures, LGBTQ, and your target age group (i.e. children, youth, adults and/or seniors).
<input type="checkbox"/>	Volunteers with Standard First Aid and Mental Health First Aid are an asset.
<input type="checkbox"/>	Provide staff and volunteers with sensitivity training including LGBTQ, disability awareness training, cultural diversity and the event’s accessibility and safety features.
<input type="checkbox"/>	Assign inclusion/accessibility volunteers at entrances and throughout the event venue.
Notes:	

EVENT DAY SUPPORTS

- On event day, assign a staff/volunteer to an information center as a source of inclusion/accessibility information for people.
- Prepare to budget for American Sign Language (ASL) Interpreting and Real Time Captioning. Reserving these services typically requires 2 weeks advance notice.
- Provide a working space for interpretation adjacent to the main stage.
- As a courtesy, consider including support workers, interpreters, etc. in final food counts.
- Appropriately identified service animals are permitted by legislation to accompany those needing assistance. Choose venues with suitable space for service animals to relieve themselves.
- Consider providing a “quiet zone” where noise is eliminated/reduced, seating is available and is wheelchair accessible.
- Provide a(n) accessible viewing area(s) with seating available and where wheelchair users can have an unobstructed view.

Notes:

LGBTQ INCLUSION

- If using nametags, provide a space to indicate preferred pronouns.
- Address audiences using terminology such as “everyone” or “folks” instead of “ladies and gentlemen”.
- Provide a gender neutral washroom option where possible.

Notes:

ACCESSIBLE DROP OFF

- Plan an accessible drop off/pick up location for GoBus, accessible taxis and other vehicles.

Notes:

SAFETY

- Ensure evacuation plans are announced on a regular basis for those unable to read.
- Ensure evacuation plans consider procedures for people who: have physical disabilities, are deaf or hard of hearing, are blind or have vision loss, or speak English as a second language (ESL), or other barriers which may prevent or delay evacuation.
- Ensure areas of travel are well-lit and free from obstruction.

Notes:

WAY FINDING

- Use large print signs with contrasting colors to identify the way from parking to the event.
- Ensure event space has wide paths/aisles (42" recommended).
- Ensure venue is accessible for devices such as wheelchairs, walkers, canes and strollers.
- Event entrances should be accessible and identified.
- Provide clear, glare free, unobstructed signage identifying: the information centre, washrooms, emergency personnel and exits, etc.

Notes:

SERVICE & TICKETING COUNTERS

- Ensure counters are low enough to provide service to a person who uses a wheelchair or is of smaller stature.
- Consider adding an accessible line for those with mobility/fatigue related circumstances.
- Consider having chairs available for those who have difficulty standing for long periods of time.
- Consider reduced or complimentary ticket fees for attendants and acceptance of registered attendant support passes.

Notes:

WASHROOMS

- Provide washrooms or portable toilets with options such as: wheelchair and stroller accessible, gender neutral and equipped with a baby change table for use by caregivers of any gender.

Notes:

OTHER

- Allow for accessible seating at tables throughout the venue.
- Ask patrons for feedback on your event's inclusion/accessibility features before, during and after the event.
- Recommend that event planners offer food options for those with allergies, food sensitivities as well as vegan and vegetarian options.

Notes:

Thank you for choosing to make your event inclusive and accessible. If you have feedback regarding using this checklist or the content within, please notify inclusion@stjohns.ca or call 709 576 4450.

This resource was prepared by: The Special Events Accessibility Working Group established by the City of St. John's Accessibility & Inclusion Advisory Committee.

Sources:

- Empower: The Disability Resource Centre, Event Accessibility Checklist
- Government of Ontario, Guide to Accessible Festivals & Outdoor Events
- <https://egale.ca/tips-for-making-your-eventactivity-lgbtq-inclusive/>

ST. JOHN'S
