**Event Accessibility Checklist**

**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**

* Do your invitations and promotional material about your accessible event include the International Symbol of Accessibility and other accessibility symbols?
* Are you providing invitations and event information in alternate formats for people or organizations that require or request them? Some examples are: Braille, audiotape, e-mail, large print, computer disk or USB memory drive.
* Due dates and contact information for accessibility requests included
* A variety of communication methods used (speaking, sign language, etc.)
* A minimum of 12-point fonts for printed materials

**Food and Refreshments**

* Food, drinks, and utensils easy to reach for people using wheelchairs
* Food buffet assistance available (if required)

**Room Set-up**

* Clear, easy-to-read signs
* Clear floor space
* Chairs provided and volunteer stand-ins near registration or ticket sales tables
* Reserved seating available

**Speeches and Presentations**

* Speakers provided tips on accessibility (use microphone, speak clearly)

**Service Animals**

* Relief area for service animals
* Water bowl provided

**Volunteers**

* Volunteers assign to resolve accessibility barriers
* Volunteers reminded to ask, “How may I help you?”