

APPENDICES

Appendix A: Accessible Event Checklists

Early Stage Considerations	Notes
<ul style="list-style-type: none">• Ask for accommodation requirements from guests during registration.	
<ul style="list-style-type: none">• Contact service and support providers if required.	
<ul style="list-style-type: none">• Assess event sites for accessibility	

Venue Selection	Notes
The Entrance and Lobbies	
<ul style="list-style-type: none">• Automatic doors are helpful for guests using wheelchairs and scooters. The main entrance should be accessible.	

Venue Selection	Notes
<ul style="list-style-type: none"> • Appropriate places for clear signage regarding the location of the event, event programs, and how participants can receive accessibility accommodations. 	
Elevators	
<ul style="list-style-type: none"> • Elevators are located close to the activities of the event. Elevators have enough space to accommodate for guests using wheelchairs or scooters. 	
Accessible Washrooms	
<ul style="list-style-type: none"> • Use the international symbol for accessibility on all accessible washrooms and make sure there are an adequate amount closeby. 	
<ul style="list-style-type: none"> • Doors have automatic or push-button features. 	
<ul style="list-style-type: none"> • Facet, soap dispensers, and towels can be reached and utilized by a person using a wheelchair or scooter. 	

Venue Selection	Notes
<ul style="list-style-type: none"> • At least one accessible stall with grab bars 1500mm turning radius (a person can turn around in a wheelchair). 	
<h3>Hallways and corridors</h3>	
<ul style="list-style-type: none"> • All hallways and corridors that will be used are at least 1100mm wide and free of clutter. 	
<ul style="list-style-type: none"> • Door handles are lever style making them easy to open. Doors require low force to open or are propped open. 	
<ul style="list-style-type: none"> • No rugs, or loose carpets. Floor style is smooth and allows for people using wheelchairs and scooters to move easily. 	

Transportation	Notes
DATS/Parking	
<ul style="list-style-type: none"> ● Ensure there is a close DATS drop off and adequate accessible parking close by to the venue entrance. 	
Pathways	
<ul style="list-style-type: none"> ● Wheelchair friendly access should be available for all essential activities. Make sure a person with a disability can reach all areas of your event, whether independently or with assistance from a volunteer. 	
<ul style="list-style-type: none"> ● All pathways should be adequately lit for safety and ease of access. 	
<ul style="list-style-type: none"> ● Any protruding or overhanging obstacles should be removed if possible as they create a hazard for those with visual disabilities. 	
<ul style="list-style-type: none"> ● Cover all electrical cables that pass over aisles or pathways. Tape down any loose carpet edges or other floor hazards. 	

Transportation	Notes
Lifts and Ramps	
<ul style="list-style-type: none"> ● Pathways should never slope more than 5% or 1:20 unless a ramp with handrails and edge protection and a slope of 8% or 1:12 or less is available. 	
<ul style="list-style-type: none"> ● Confirm that all lifts and elevators are working properly and easy to find. Add signage to give directions if necessary. 	
<ul style="list-style-type: none"> ● Pathways to access lifts and elevators should always be accessible and free of barriers. 	
Other Considerations	
<ul style="list-style-type: none"> ● All tables should be stable and provide enough room around them for a wheelchair to maneuver. 	
<ul style="list-style-type: none"> ● Adequate signage for accessible entrances, emergency exits, phones and washrooms should be provided with large, clear lettering and without obstructing pathways. 	

Transportation	Notes
<ul style="list-style-type: none"> • Consider modifying doors which are particularly heavy or otherwise difficult to open by propping them open. 	
Outdoor Events	
<ul style="list-style-type: none"> • Barricades used to block off streets must be placed so they do not interfere with accessible routes or curbs 	
<ul style="list-style-type: none"> • Some grassy, sandy, or otherwise unstable terrain should be covered with hard material (such as interlocking rubber tiles or plastic matting) to provide accessible pathways. 	