



LSSD Accessible Events Checklist

This checklist is provided as a guide in planning LSSD events and to make reasonable accommodations so that everyone can participate.

Event Name: _____

Location: _____

Date of Event: _____

of Attendees: _____

Venue

- Accessible parking / passenger drop-off area
- Outdoor and indoor pathways free of barriers
- Identified accessible building entrances
- Public elevators/lifts accessible upon requests.
- Accessible washrooms identified (signage, announcements, etc.)
- Emergency Response Plan
- Other Considerations:
 - Adjustable lighting
 - Low noise level in meeting rooms
 - Audio/Visual supports
 - Audio/Visual alarm system

Invitations and Promotion

- Due dates and contact information for accessibility requests included
- A variety of communication methods used (print, phone, website, etc.)
- Request for accessibility supports/requirements (ex. dietary, seating, visual/audio supports, quiet spaces).
- A minimum of 12-point fonts for printed materials (see www.CNIB.ca for more info.)

Food and Refreshments

- Food, drinks and utensils easy to reach for people using wheelchairs
- Bendable straws and cups with handles available
- Food buffet assistance available

Room Set-up

- Clear, easy-to-read signs
- Clear floor space
- Cables and wiring secured
- Chairs provided and volunteer stand-ins near registration/entrance
- Reserved/alternative seating available

Speeches and Presentations

- Speakers is provided information on audience accessibility supports/needs

Support/Service Animals

- Relief area for service animals
- Water bowl provided
- Identified seating

Volunteers

- Volunteer assigned to assist in addressing accessibility barriers



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- Volunteers reminded to ask guests, “How may I help you?”.