

Accessible Event Planning Checklist

The Accessibility for Ontarians with Disabilities Act (A.O.D.A.) is the umbrella act for all Provincial accessibility legislation. It was enacted with the goal of achieving a fully-accessible Ontario by 2025. The act is based on four core principles: Integration; Equal Opportunity; Independence; and Dignity.

The Brock Accessibility Advisory Committee (B.A.A.C.) prepared this checklist which includes a number of recommendations to assist event organizers in making their event accessible to all.

- Accessible Parking Spaces** – accessible parking spaces should be placed close to venue entries and exits, accessible washrooms, pay stations, and lifts/ramps.
- Public Transportation** – post local accessible routes and schedules.
- Paths of Travel** – provide wide, even, slip-resistant paths, without steps or barriers that lead to all the public areas of the event.
- Stages and Seating** – provide a ramp for your stage, and ensure it's visible for someone watching from accessible seating or from a wheelchair.
- Food Services and Public Eating Areas** – design food areas so that someone who needs mobility support can easily navigate them. Provide options for people using wheeled mobility devices.
- Washrooms and Temporary Toilets** – provide accessible toilets or washrooms at ground level, away from crowds and sound systems.
- Rest areas and Shelters** – offer quiet areas and weather shelters.
- Signs** – provide high-contrast signs in high and low positions, make sure signs use sans serif fonts that are readable in all light conditions.
- Support Persons** – a support person can go wherever the person they support goes. Post any admission fees for support persons in the same place general admission information is found.
- Service Animals** – a person with a disability can be accompanied by their service animal to all areas available to the public.
- Training Staff and Volunteers** – train staff and volunteers to welcome and assist people with disabilities and on your events accessibility features.

- **Communication Supports** – consider offering captioners, sign language interpreters, or individuals who can describe performances.
- **Maps and Information** – provide information about your event’s accessibility features and consider people with disabilities in your emergency plans.
- **Other Accessibility Considerations** – provide dedicated accessibility volunteers, rent/buy accessible equipment, provide accessibility information areas. When using a building with an elevator, and a key is provided, it is recommended that a volunteer be made available to assist with the operation of the elevator.
- **Promote your Event** – tell people about your accessibility features in the same places you promote your event.
- **Ask for Feedback** – collect feedback before, during, and after the festival.

For more information on the *A.O.D.A.* or on making your event accessible, please visit <http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/index.aspx> or contact Becky Murray, Accessibility Co-ordinator, Township of Brock at 705-432-2355 ext. 237 or bmurray@townshipofbrock.ca.

Did you know?

- Accessibility means giving people of ALL abilities opportunities to participate fully in everyday life.
- Currently 1 in 7 people in Ontario have a disability – that is 1.85 million Ontarians. As the population ages, this number is estimated to increase to 1 in 5.
- A person with a disability can be someone who has low or no hearing, has low or no vision, lives with a mental health issue, or who uses a can, wheelchair or another mobility device to get around.