ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Planning Accessible Events in the Alberni-Clayoquot Regional District

We welcome and encourage community groups, non-profits, and for-profit businesses and organizations who host events to use this resource.

This resource is intended to assist Alberni-Clayoquot Regional District (ACRD) staff and contractors in planning events, public engagement, celebrations, training, and other occasions so that these opportunities can be equally accessible to all. Information in this document was graciously pulled from the *UBC - Checklist for Accessible Events, City of Vancouver - Accessible Events Checklist & Resources, Province of Ontario - Planning Accessible Events, Coastal Queer Alliance, and Ingenium Accessibility Standards for Exhibitions*.

Venues

Surfaces

☐ Utilize surfaces that are concrete, asphalt, linoleum, and tight-weave carpets.

AVOID

- **AVOID** surfaces such as wet grass, wood chips or bark mulch.
- **AVOID** slopes where possible.

5°   **NO MORE THAN 5% SLOPE**

Accessibility

☐ **Ensure** there is sufficient accessible parking (with signage).

☐ **Ensure** entranceways are accessible (no stairs or ledges/lips to doorways; doors have a minimum width of 39 inches).

☐ **Ensure** automatic door openers are activated (otherwise, wedge the door open if allowed by fire regulations).

Washrooms

- Using the washroom is a **basic right**, and every person deserves to use public washrooms without fear of harassment, discrimination, or anxiety.

☐ **Ensure** washrooms are accessible (grab bars, accessible sinks, soap, and paper towels) with non-scented products.

☐ **Ensure** at least 1 single-user washroom is available, with signage to reflect gender neutral washrooms (communicate this in promotional materials).

Presentation Space

☐ **Ensure** there are chairs for people who find it difficult to stand for long periods, including a variety of chairs with and without armrests.

☐ **Ensure** there are spaces without chairs at tables for those using a wheelchair (scattered throughout the space).

☐ **Ensure** podium can be adjusted down for persons sitting down or ensure use of a stand-alone microphone.

☐ Make aisles wide (1 m) and provide space around tables for people using mobility aids.

☐ Cover electrical cables or cords that cross aisles and pathways.

Considerations

☐ **Consider** locations that are on public transportation routes.

☐ **Consider** the impact of ambient noise for people hard-of-hearing.

☐ **Consider** lighting. Good lighting helps people who are deaf or hard of hearing read lips or communicate with sign language. Direct natural light can cause shadows and glare, making it difficult for people with low vision to see.

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Invitations and Communication Materials

Design

▫ Recommended text size is 14 or larger using a sans serif font (Ex. Arial, Calibri).

> Arial 14pt. / Calibri 14 pt.

▫ Use **high contrast** colours (dark text on light background or light text on dark background).

▫ **Consider** using symbols and annotation (rather than relying on colour).

CONSIDER ⚠

- Utilize black & white (universally accessible).
- **AVOID** red (especially with green).

Accessibility

▫ Make materials for the event available in alternate formats, such as an **electronic** version as well as a **hard copy** (and provide in advance upon request).

▫ Ask speakers to verbally **describe any visual content** in their presentations.

▫ If **film or video** materials are being used, ideally, they should be **captioned**.

▫ Include a statement in communications that anyone requiring accommodation can contact the event planner (provide both phone number and email contacts).

Signage & Displays

▫ **Ensure** signage does not block sidewalks or create a tripping hazard.

▫ **Ensure** signage uses short sentences using plain language.

▫ **Ensure** that displays and all materials can be accessible to all. The *Ingenium Accessibility Standards* provides the following image as guidance for display materials:

1830 mm
72″

1700 mm (max.)
67″

1090 mm (min.)
43″
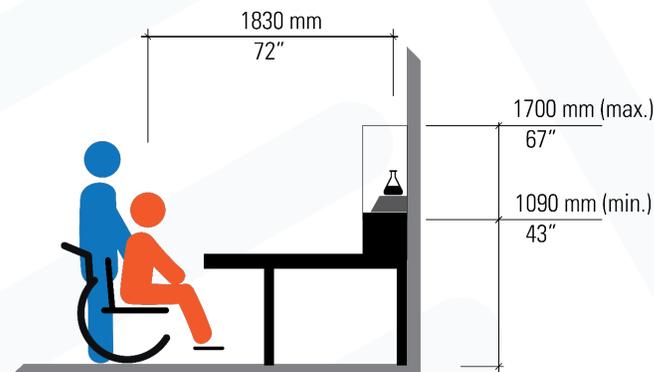
Object Viewing Heights at a Presumed Distance of 1830 mm

Be Considerate

Food & Refreshments
(consider if your event is providing)

- Accommodate **food sensitivities** and dietary requirements **(clearly labelled)**.

- Provide **water** in pitchers and help with pouring.

- Have bendable straws as well as some cups with handles (to help those with limited use of their hands).

- <u>Consider</u> serving accommodated meals first (in case a correction is needed) but be mindful that all attendees want to enjoy their meals at the same time.

Other Considerations

- Encourage attendees to help maintain a **scent-free** environment by including this information in promotional materials and by way of signage at event.

- Utilize non-scented markers.

- <u>Consider</u> assistance dogs and their needs (water bowls, space requirements).

- If hosting an outdoor event, utilize signage to highlight accessible access points and consider utilizing Mobi-Mats to provide further accessible locations.

Final Check

Shortly prior to the event, following the event setup, walk through the event site, review the food and the program details along with this guidance document.

<u>**Consider**</u> **the experience from the perspective of those:**

- Using a variety of mobility assistance devices.

- Accompanied by an assistance dog.

- With a mental, intellectual or cognitive impairment.

- With low vision.

- With an auditory disability.

- With a chemical sensitivity.

For more information, please contact:

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