

The City of Coquitlam strives to make all community events and functions accessible to everyone, regardless of their abilities.

The purpose of this Accessibility Checklist is to serve as an organizing and planning tool for event planners and coordinators involved with the logistics of an event or function. It is designed to enhance accessibility and inclusion, and to bring awareness of opportunities to remove barriers for individuals to fully participate.

We understand that some things may not be possible due to financial constraints or building limitations. We have included a comments section for each checklist item so alternatives can be listed, such as using signs to direct participants to accessible washrooms.

We encourage event planners and coordinators to have the completed checklist available for event staff and volunteers who can provide information and answer questions about the event. This tool can also be helpful for people who need event details to communicate their needs to organizers.

If you need more information or have suggestions to improve this tool, please contact Coquitlam's Cultural Services team at festivalsandevents@coquitlam.ca or 604-927-6970.

General Guidelines

Event planners can take steps to make their event or function accessible to individuals with diverse abilities. Here are some general guidelines to consider:

- Provide clear communication about accessibility features and accommodations
- Ensure accessible parking and transportation options
- Ensure accessible entrances, pathways, and seating areas
- Provide accessible restrooms and other facilities
- Consider the needs of individuals with sensory or cognitive disabilities
- Consider implementing a scent-free policy to accommodate individuals with chemical sensitivities
- Train event staff and volunteers on accessibility and inclusion best practices

Accessibility Canada offers a free booklet entitled "Planning Accessible Events: So everyone feels welcome", which includes a number of no- and low-cost things you can do to make your event more inclusive and accessible. Available at <https://bit.ly/PlanningAccessibleEvents>

See also: Province of B.C. Accessibility and Inclusion Toolkit for Meeting and Events:

<https://bit.ly/HostingAccessibleEvents>

Additional References

- City of Coquitlam – coquitlam.ca/accessibility
- Accessibility Services Canada – accessibilitycanada.ca
- Canadian Abilities Foundation – canadianabilities.org
- Canadian Hard of Hearing Association – chha.ca
- Canadian National Institute of Blind – cnib.ca
- Disability Alliance BC – disabilityalliancebc.org
- Employment and Social Development Canada – canada.ca/esdc
- International symbols for accessibility – disabled-world.com
- Social Planning and Research Council of B.C. (SPARC BC) "Measuring Up: Accessible Public Event Guidelines" - <https://bit.ly/MeasuringUpEventGuidelines>

Event Accessibility Quick Checklist

Event Details

Event Name: _____

Date(s): _____ Time(s): _____

Event Location: _____

Address: _____

Town/City: _____ Province: _____

Postal Code: _____

Phone Number: _____ Toll-Free: _____

Email: _____ Website: _____

Accessibility Considerations

Note: Assistive Mobility Devices include refers to wheelchair, scooters and walkers

Accessibility Consideration	Yes	No	N/A	Comments/alternatives
Venue				
Accessible entrance (e.g. ramps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible parking (Indicate location and number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible route within venue that connects all amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible washrooms, including wheelchair accessibility, grab bars, and automated doors, faucets and dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustable lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and stairs have handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic doors (If not, prop open or assign someone to assist those trying to go through.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator with audible signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good acoustics (minimal echo)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible passenger drop-off/pick up area close to entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Located near public transportation (Indicate drop-off location(s).)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor and indoor pathways free of barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scent Free signage posted at entrances(s) (Go to coquitlam.ca/accessibility for a downloadable template)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quiet space or rest area for sensory sensitive individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food and Refreshments				
Bendable straws and cups with handles available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diverse food options (e.g. vegan, gluten free)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food allergens labelled (e.g. wheat, dairy, nuts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food buffet assistance available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food, drinks and utensils easy to reach for people using assistive mobility devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pathways				
Direct access to a safe path (e.g. away from vehicle traffic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paved or hard-packed surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Highly-visible, cable covers to minimize trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accessibility Consideration	Yes	No	N/A	Comments/alternatives
Promotion and Communications				
Accessibility information included (Including map icons and/or info on parking, transit, accessible entrances and washrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information provided online meets digital accessibility standards (e.g. WCAG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum of 12-point fonts for printed materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scent-free considerations promoted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variety of communications methods/channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Set-up				
Accessible seating options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chairs provided and volunteer stand-ins near registration or ticket sales tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear floor space with aisles and space around tables wide enough to accommodate assistive mobility devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear, easy-to-read signs that use plain language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting adequate for signing, or those with low vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reserved seating available for people with various disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety				
Established plan of evacuation for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Animals				
Relief area available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water bowl provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speeches and Presentations				
Speakers projected on large screen and/or text transcript of presentation materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speakers provided tips on accessibility and inclusivity: <ul style="list-style-type: none"> Use a microphone, speak slowly and describe images projected on screen during presentations Use gender-neutral, inclusive language 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and Volunteers				
Accessibility orientation and guidelines provided on serving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated staff or volunteer assigned to resolve accessibility barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and volunteers reminded to offer assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wayfinding and Signage				
Accessible paths and alternate routes identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear directional signage to venue and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large, visible signage identifying accessible and reserved seating area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

See also:

- Planning Accessible Events: So everyone feels welcome (<https://bit.ly/PlanningAccessibleEvents>)
- Province of B.C. Accessibility and Inclusion Toolkit for Meeting and Events (<https://bit.ly/HostingAccessibleEvents>)
- Measuring Up: Accessible Public Event Guidelines (<https://bit.ly/MeasuringUpEventGuidelines>)