



# Accessible Events Checklist

## All events:

- Ask what accommodations attendees will need with a pre-event survey or RSVP form, or by providing ways to contact the event-planner/coordinator
- Accessible platforms/venues, interpretive services - let people know exactly what specific accommodations will be available in advance
- Include breaks so that people can have time to process, reflect and refresh
- Provide extra materials e.g. notes ahead of time - avoid jargon in these
  - Include alt text in any images
- Make sure all videos include captions

## In-person:

- Accessible venues (e.g. ramps, access to elevators), interpretive services, accessible bathrooms
- Sufficient seating space for wheelchairs and other mobility equipment
- Dietary restrictions if food is being provided
- Disclose warnings for strobe lights or seizure-sensitive lighting and content warnings for triggering content
- Offer an option for virtual attendance if possible - reduces barriers to people with disabilities, chronic illnesses, as well as financial and distance barriers

## Virtual:

- Use an accessible platform like Zoom or Microsoft Teams with captioning/subtitling features
- Send out a resource in advance that helps familiarize attendees with the platform and its features
- Consider offering interpretive services
- If indicating figures or images on-screen, be sure to describe what is featured in them out loud