

## City of Richmond Accessible Events Checklist

This checklist was created to support the planning process for incorporating accessibility considerations into City and City-supported events. It is intended as a starting point for event planners and should be used alongside engagement with people with disabilities to help ensure events are accessible and inclusive.

	CHECKMARK
<b>1. Pre-Event Publicity and Promotion</b>	
All event publicity and promotion highlights the accessible features of the planned event.	
<b>2. Entrances and Exits</b>	
There is a designated entrance into the event that does not require attendees to use stairs.	
Where there are stairs, there are railings to assist for support.	
There are unobstructed pathways in and outside of the event venue, including curb cuts on the sidewalk and, if needed, curb ramps within the event site.	
Everyone, including persons in wheelchairs or mobility aids, can enter the main entrance of the event (entrance greater than 36" or more recommended). If not, is there clear signage directing to an accessible entrance?	
<b>3. Parking and Drop off</b>	
There is designated accessible parking spaces close to the accessible entrance - including wider spots suitable for side loading vehicles.	
If no parking is provided, there are alternate accessible transportation arrangements.	
There is a suitable Handydart and taxi drop off and/or pick up area at the event.	
<b>4. Washrooms</b>	
There are accessible routes to washrooms.	
A minimum of 10% of all washrooms at the event are accessible.	
There are signs and site maps directing people to accessible washrooms.	
<b>5. On Site</b>	
Site maps that indicate accessibility features are available to staff, volunteers and the general public.	
Appropriate staff and volunteers on site are fully aware of event accessibility features and trained to meet the needs of members of the public living with physical disabilities.	

All ramps used on site are non-slip.	
The height of the tables for writing surfaces, registration, food, beverages etc., will accommodate people in wheelchairs (minimum 29" knee clearance).	
There are wheelchair ramps to stage areas, if needed.	
If a person with a disability is presenting or performing, they can operate and adjust microphones, lecterns, or the position of the surface on which their computer or equipment rests.	
Consider providing an accessible, integrated and unobstructed event viewing area, which will allow wheelchair users and others living with physical disabilities to fully participate.	
There is adequate and appropriate signage on site to meet the needs of people with disabilities.	
There is adequate scooter storage at the event (if needed).	
There are accessible back stage areas - e.g. greens rooms, changing areas, hospitality areas (if needed).	
<b>6. Safety</b>	
All electrical cables and/or cords that cross any paths are covered. The lips/edges of covers should be no more than 1/2" thick to prevent tripping and allow any mobility devices to traverse over them.	
Emergency exits and refuge areas are accessible and emergency plans incorporate the needs of those with disabilities.	
<b>7. Exhibits and Activations</b>	
All pathways and vendors are well lit to ensure safety of all attending, including seniors, young children, and persons in wheelchairs or those who use mobility aids.	
Routes to vendors and booths are accessible and unobstructed.	
Vendors can assist persons in wheelchairs or mobility aids over the counter (at least a portion of the counter should be a maximum of 36" to allow service to person in a wheelchair or mobility aid).	

**NOTE:** This checklist is designed as a starting point when planning an accessible event. You are still required to comply with all City, Federal, and Provincial Disability Access Requirements where applicable.