Best Practices for In-Person Events

Promotion

- Provide materials in alternative formats: large print, plain text, Braille, or electronic.

- Use accessible design principles: high-contrast visuals, accessible fonts, and alt text.

- Include an accommodation statement on all promotional and registration materials.

Example: "We've made every effort to ensure the venue is accessible... Contact us at [EMAIL] if we've missed

anything."

Site Selection

- Conduct a site visit early to assess:

- Accessible parking, shuttles, and public transit

- Drop-off zones and entrances

- Interior door widths, ramps, restrooms

- Navigation space for mobility devices

- Clear signage and accessible meeting rooms

- Dining accommodations, lighting, and acoustics

Standard Accessibility Services to Provide

- ASL Interpreters

- CART Captioning

- Hearing loops (see Canadian Hard of Hearing Association)

- Quiet/Sensory Space: calming tools, multi-use functions

Event Staff & Volunteers

- Assign trained accessibility helpers

- Train on disability etiquette (VAD can provide this)

- Make it easy for guests to request help

- Staff should ask how they can help, not assume

Social Functions & Meals

- Include assistants/interpreters in headcount

- Ensure integrated seating

- Buffet support: servers, reachable items, adaptive utensils

- Accessible transportation and entertainment

Presentations

- Prepare well-lit, quiet rooms

- Share materials in advance for alt formats

- Caption all videos and describe visuals aloud

- Consider presenters' accessibility needs (e.g., podiums, guides)

Emergency Preparedness

Best Practices for In-Person Events

- Plan inclusive evacuation procedures

- Mark accessible exits clearly

- Never assume-always ask before assisting

Additional Resources

- Social Scripts (Amaze)

- Planning Accessible Events - Government of Ontario (2016)

- Measuring Up: Accessible Events - BC Legacies Now