

# Inclusive Municipal Events

## Inclusive Municipal Events

Creating inclusive municipal events means ensuring that every community member-regardless of ability-can fully participate in and benefit from local gatherings, public consultations, and celebrations.

### Checklist for Inclusive Municipal Events:

- Apply an accessibility lens from the planning phase through evaluation.
- Promote events using multiple accessible formats and communication channels.
- Provide a clear accommodation statement in all event materials.
- Use accessible venues with features like ramps, wide doorways, and accessible restrooms.
- Offer ASL interpretation and CART captioning for public meetings and forums.
- Ensure all digital materials (agendas, flyers, slides) are screen-reader compatible.
- Provide alternate registration options (phone, email, web form).
- Set up a quiet or sensory-friendly space.
- Provide accessible seating and layout that supports wheelchairs and assistance animals.
- Offer large print and plain language versions of printed content.
- Include service providers (e.g., attendants, guides, volunteers) in event headcounts at no cost.
- Train staff and volunteers in disability awareness and respectful communication.
- Assign staff to assist with accessibility requests and tech support.
- Gather feedback on accessibility and make improvements for future events.

For support or training on inclusive event planning, contact Voice of Albertans with Disabilities:

Email: [vad@vadsociety.ca](mailto:vad@vadsociety.ca) | Website: [www.vadsociety.ca](http://www.vadsociety.ca)