Additional Resources

Name of Event: _____

Date and Time: _____

Location: _____

Committee Chair: _____

Committee members: _____

_____

Planning and Promotion

Questions to keep in mind:

1. Has the program or event been designed to ensure that the full diversity of people can participate and benefit with dignity?

2. Who is not included in the event you are planning and what you can do differently to ensure inclusion? e.g. have you considered accessibility, culture, race, age and religion?

Preplanning and date selection:

☐ Consult an interfaith and/or Age Friendly Sarnia calendar of events for conflicts

☐ Determine best date and time for audience

☐ Make contact information available in a variety of methods: phone, email, text

☐ All print material in 12-point font

☐ All volunteers and organizers receive training and wear an easily recognizable badge on the day of the event

Presentations and Speeches

☐ Consider opening with a land acknowledgement statement

☐ Include captioned videos

☐ Ensure content is culturally and linguistically appropriate

☐ Plan frequent breaks during the event

☐ End on time as registrants may have scheduled transportation

Venue

☐ Located near access to public transportation routes

☐ Accessible parking and drop-off area

☐ All ramps and sidewalks cleared of snow

☐ Pathways free of barriers – both interior and exterior

☐ Accessible and gender-neutral washrooms

☐ Good lighting and sound quality

Event Space

☐ Clear and consistent signage using accessibility symbols – both interior and exterior

☐ Space between tables on floor area

☐ Wire and cables secured to the ground

☐ Reserved accessibility seating spaced throughout the venue

☐ Quiet space available for long events

☐ Follow a scent-free policy

Food and Refreshments

☐ Collect dietary preferences, allergies and restrictions at time of registration

☐ Ensure food is clearly labelled

☐ Ensure tables and utensils are easy to reach for individuals with various accessibility needs

☐ Place water within reach at the table

Additional Resources

1. "A-Checklist-for-Planning-Accessible-Events-1.Pdf." Accessed from http://www.accessiblecampus.ca/wp-content/uploads/2016/12/A-Checklist-for-Planning-Accessible-Events-1.pdf.

2. "City of Sarnia - Festival and Event Application Process." Accessed from http://www.city.sarnia.on.ca/things-to-do/festivals-and-special-events/summer-events-program/canada-day-150/easter-in-the-park/festival-and-event-application-process.

3. "Equity Checklist for Events. Pdf." Accessed from https://pgss.mcgill.ca/document/view/2521/Equity%20Checklist%20for%20Events.pdf.

4. "Guide to Accessible Festivals & Outdoor Events," 2016, Access from https://www7.mississauga.ca/documents/accessibility/Guide_to_Accessible_Festivals_and_Outdoor_Events.pdf 20.

5. "Planning Accessible Events," 2016, Accessed from https://accessontario.com/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf, 8.

6. "5 Tips and 1 Cardinal Rule: Event Planning for Diverse Seniors – NHCOA." Accessed from https://www.nhcoa.org/5-tips-and-1-cardinal-rule-event-planning-for-diverse-seniors/.