

## Tip Sheet – Booking Accessible Spaces for an Event or Meeting

Before booking a space for an event or meeting, consider the following accessibility questions:

### Entrance

- Is the entrance to the venue well-marked? Well-lit?
- Is there a ramp or a way for wheelchair users and/or people with mobility issues to enter the space?
- Is the surface slippery or are there any obstacles in the way?

### Signage

- Is there clear signage for the venue (exterior and interior)?
- Can people easily find the washrooms, accessible entrances and exits, etc?
- (If not, you may want to consider making additional signs for folks navigating your event.)

### Room space

- Is there room for wheelchair users to navigate the space comfortably?
- Is there space for service animals?
- Is there enough space in the room to allow people to easily stand if needed?
- Are there chairs available to accommodate larger bodies?
- Is the space well-lit for people with visual impairments, or for folks who might need to read lips?
- Is there a microphone available for the speaker to use?
- Is the space scent-free?
- Is there a possibility of a quiet secondary room if people need a break for sensory reasons, or need to breast/chestfeed, or any other reason?

### Washrooms

- Are there accessible washrooms with enough space to accommodate wheelchair users?
- Is there an all gender washroom available, or is there an option to designate a washroom for all genders?

### Parking and Proximity to transit/bus stops

- Is the venue accessible via public transit for people who may not have access to a car?
- Is there parking at the venue that is close to the building? Accessible parking spaces?

### Accommodations

If you have an event that requires RSVPs or registration, you can ask if accommodations are needed during the RSVP process.

Suggested wording:

Please let us know if you need any of the following accommodations in order to participate

- \_\_\_ Assistive listening device
- \_\_\_ Captioning
- \_\_\_ Reserved front row seat
- \_\_\_ Large print
- \_\_\_ Advance copy of slides to be projected
- \_\_\_ Wheelchair access to the building
- \_\_\_ Wheelchair access to working tables
- \_\_\_ Scent-free room
- \_\_\_ Breastfeeding/chestfeeding room
- \_\_\_ Gender neutral bathroom
- \_\_\_ Diet Restrictions. List: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_