BEST ACCESSIBILITY AND ANTI-ABLEISM PRACTICES IN THE ARTS
GUIDE FOR EVENTS

NOVEMBER 2021
EVENT ACCESSIBILITY

Ensuring an event is accessible requires planning before, during and after the event.

UNIVERSAL ACCESSIBILITY (UA) INSTINCT

WHAT IS IT?
Think of...
→ All aspects of the person. They are a member of the public, just like employees and artists
→ The four pillars of universal accessibility:
  • architecture and urban planning;
  • programs, services and jobs;
  • communications;
  • awareness and training.
→ Participation, autonomy and safety
→ Each person’s path of travel

WHY MAKE AN EVENT ACCESSIBLE?
→ Generate pride
→ Stand out
→ Improve everyone’s experience
→ Comply with the Charter of Rights and Freedoms
→ Promote and contribute to inclusion

UA INSTINCT - HOW?
Think about UA elements at the beginning of the project:
→ research
→ consult
→ inquire

Involve:
→ partners
→ organizations
→ people with disabilities

UA INSTINCT - FOLLOW-UP
→ Evaluate often and at every stage
→ Be vigilant

This guide is based on the resources, tools and materials developed by Formation AlterGo. For more information on universal accessibility or to learn more about the training, support services and resources offered by AlterGo and Formation AlterGo, click here to visit their website. Please note, that at this time, the AlterGo website and resources are available in French only.
ACCESSIBILITY PREREQUISITES

1 Appoint a person in charge of universal accessibility for every event. List their name, phone number and email address on your website.

2 Inform everyone (employees, volunteers, suppliers, etc.) of the importance of treating people equitably.

3 Register the event for the Companion Leisure Card (CAL) program or simply offer free admission to people with disabilities and their companion.

4 Have a drop-off zone for specialized transit and provide an exact street address.

5 Reserve parking spaces for people with disabilities.

6 Use pictograms to illustrate the services you provide in all your communication materials (website, brochure, etc.).

7 Respect these architectural elements:
   • prominent signage with contrasting colours;
   • aisles wide enough for wheelchair users;
   • elevator if the event is not on the ground floor;
   • seating available in multiple locations.

8 Have washrooms that are accessible to people with disabilities.

9 Stick to the event schedule (beginning and end).

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10 Promote your event to people with disabilities (organizations, individuals, etc.).

11 Ensure that a Quebec Sign Language or American Sign Language interpreter is on hand.

12 Reserve an area near the stage with good sound and visual quality.

13 Present information visually on screens with subtitles and/or LSQ and ASL video overlay for all spoken messages broadcast over loudspeakers.

14 Have a hearing aid system (FM, infrared or magnetic band, etc.).

15 Ensure that all messages displayed visually are transmitted orally.

16 Create an obstacle-free, clear and well-defined path of travel and ensure it is always adequately lit during the day and at night.

17 Use clear signage with large print, contrasting colours and symbols (map, website and event location).

18 Use visual aids for spoken messages.

19 Use audio aids for written messages.

20 Ensure a note-taker is available during the event and upload their notes to the Conseil des arts de Montréal website.

21 Ensure a transcriptionist is available during the event.

22 Ensure that plastic straws are available for drinks.

23 Offer vegetarian and vegan food options.