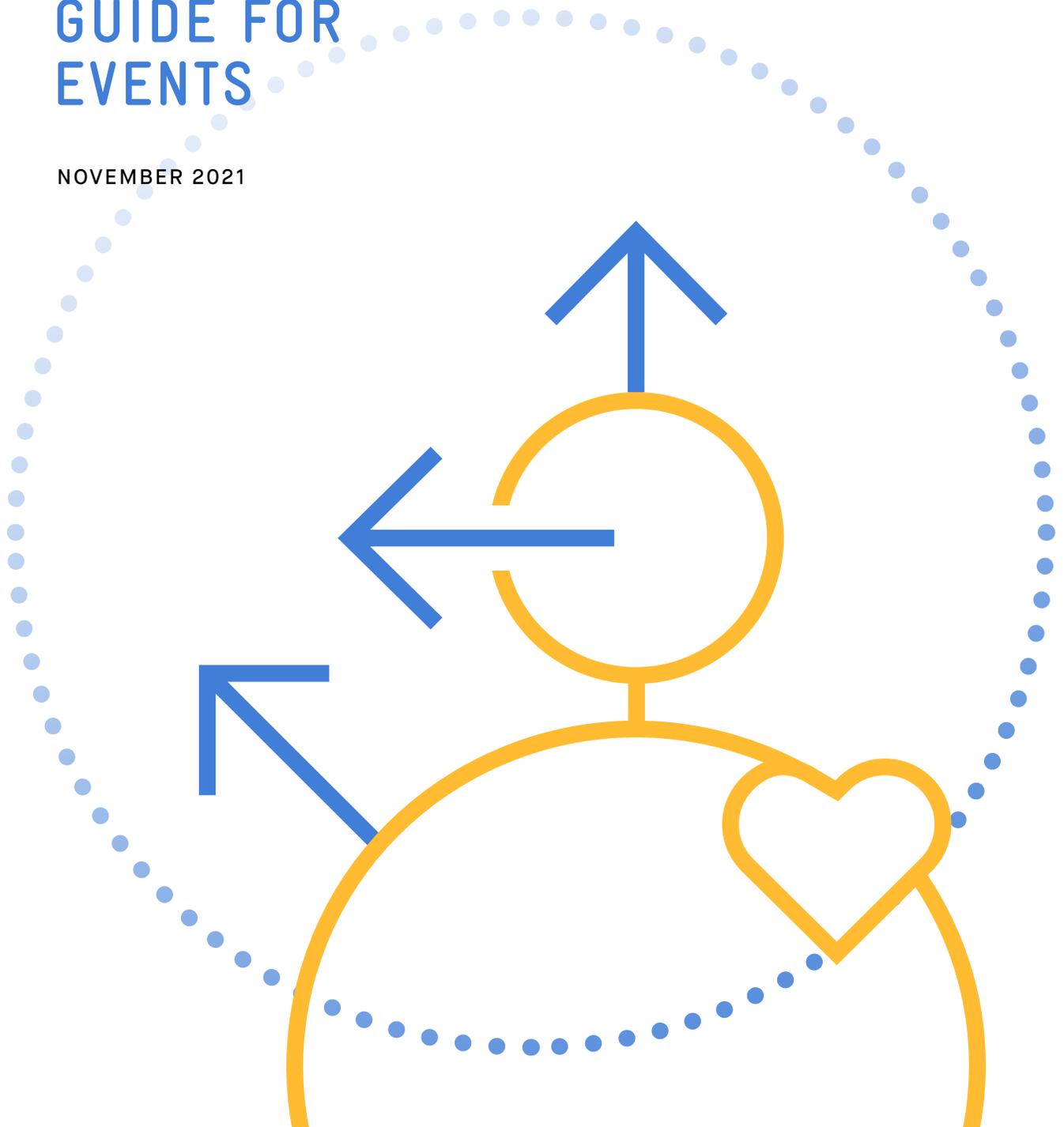


BEST ACCESSIBILITY AND ANTI-ABLEISM PRACTICES IN THE ARTS GUIDE FOR EVENTS

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

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).

- 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.