City of Coquitlam
Event Accessibility Checklist

The City of Coquitlam encourages events and functions that are accessible for all individuals regardless of their abilities or limitations.

This Accessibility Checklist is intended to:

- Be an organizing and planning tool for event planners and/or coordinators involved with the logistics of an event or function
- Encourage accessibility and inclusion
- Bring awareness of opportunities to remove barriers for individuals to fully participate

While we recognize events may have limitations due to financial reasons or some items on this list are part of building(s) and surrounding structures that can not be physically changed, a comments column for each item has been included to list alternatives (if available) such as utilizing wayfinding signage to direct participants to accessible washrooms.

We encourage event planners and coordinators to have the completed list available for employees and/or volunteers who are providing information and answering inquiries by the attendees (and potential attendees) about the event.

In addition, this planning tool will provide valuable information to individuals with limitations who may require event details to communicate their needs to organizers.

Some additional items for consideration:

- Add a "special request or notice" to event information—"In consideration of others with scent and/or perfume sensitivities and allergies, please refrain from wearing perfumes, colognes and/or scented products."
- Food allergies or sensitivities—if food is being served, provide a question on the registration form for special dietary needs.

At food tables provide ("warning") labels to common allergies and sensitivities for dishes e.g., contains or may contain eggs, dairy, wheat, nuts, soy, etc.

Should you require further information regarding organizing an event that is universally accessible or have suggestions to improve this tool, please contact:

Parks and Recreation
City of Coquitlam
Tel: 604-927-3000

Additional references:

- The Canadian Abilities Foundation *www.abilities.ca*

- Disability Alliance BC *http://disabilityalliancebc.org*

- Employment and Social Development Canada *https://www.canada.en/services/benefits/disability.html*

- International symbols for accessibility *www.disabled-world.com/disability/accessibility/pictures.php*

- Canadian National Institute for the Blind *www.cnib.ca*

City of Coquitlam
Event Accessibility Checklist

Town/City:_____   Province: _____

Date(s): _____

Entertainment Venue Name:_____

Description of Entertainment Venue: _____

Address:_____

Postal Code:_____

Phone Number:_____   Toll-Free: _____

Fax Number:_____   TTY:_____

Email:_____   Website: _____

Venue Type:					
☐ Bar and lounge	☐ Cinema	☐ Dance or Comedy Club	☐ Community Centre	☐ Concert and Sport Venue	☐ Arena
☐ Golf Course	☐ Fitness / Recreation Center	☐Library	☐ Pool	☐ Spa	☐ Museum / Gallery
☐ Tourist Attraction	☐ Park	☐ Motel	☐ Hotel	☐ Resort	☐ Restaurant
☐ Other					
** Note: Assistive Mobility Device (AMD) refers to wheelchair, scooters, walkers, etc.					

City of Coquitlam
Event Accessibility Checklist

Drop-Off/Pick Up	Yes	No	N/A	Don't Know	Comments
Is there an accessible passenger drop-off/pick-up area close to the entrance?					
Is it wide enough to accommodate modified vehicles, taxis and buses? 6m by 1.5m (19.5' by 5')					
Is it close to an accessible entrance?					
Is the drop-off/pick-up area sheltered?					
What is the posted measurement of the overhead clearance for the drop-off/pick-up area?	Measurement:				

Parking	Yes	No	N/A	Don't Know	Comments
Is there at least 1 parking space(s) per 100 attendees identified with the International Symbol of Accessibility (on a sign and/or on the pavement) as reserved for vehicles carrying persons with disabilities?					
If parking is underground, what is the posted measurement of the overhead clearance?	Measurement:				

Pathways to/from Parking	Yes	No	N/A	Don't Know	Comments
Is there direct access to a safe path (off of roadway with vehicle traffic)?					
Is there a clear and obvious route with curb cuts onto a safe path?					
If a roadway is crossed to a safe path or event location, is there traffic control with both audible and visual cues available?					

Outdoor Pathways	Yes	No	N/A	Don't Know	Comments
Are main paths paved or hard-packed material that allows easy movement of wheeled AMD, strollers, carts, etc.?					
At flooring or ground transition points where materials change (e.g., from grass to pavement), is the transition smooth and free of tripping hazards or barriers to wheeled devices?					
On grass or unpaved ground that may be wet, muddy or slippery, is there a path that can be negotiated easily using an AMD or without fear of sliding? Should there be temporary ground covering, sanding, or drainage?					

Where cable covers are used to minimize trip hazards over power cables or hoses, are the covers highly visible with yellow textured surface?					
Do cable covers cross paths that have a slope? (there is an increased likelihood of AMD challenges and/or tripping for both uphill and downhill crossing of obstacles that would otherwise not be an issue on flat ground).					
Entrance	**Yes**	**No**	**N/A**	**Don't Know**	**Comments**
Is there an entrance for AMD access with an automatic door opener?					
Does the accessible entrance have level access or any threshold e.g. curb cut 13mm (.5") high?					
Is there an exterior ramp?					
Is there a sign with the International Symbol of Accessibility to identify the entrance location?					
Has a call button or phone to request assistance been provided?					
How many exterior steps are there, if any? If the answer is 0 please leave this box empty.					
Are there steps between event sites?					
Are the steps marked with a textured strip or colour change?					
Is there a handrail for the steps?					
Is there an accessible route, which connects all the amenities in the park?					
If there is a boardwalk, is the surface hard, slip resistant and clear of hazards?					
What is the type of terrain to entrance? Select all that apply?	☐ Slopes/Incline ☐ Gravel ☐ Concrete			☐ Loose Dirt ☐ Obstacles	
Are there different styles of door handle?	☐ Lever ☐ Knob ☐ Bar			☐ Other ☐ Automatic Door Opener	

City of Coquitlam
Event Accessibility Checklist

Tickets	Yes	No	N/A	Don't Know	Comments
Is there an accessible path to the ticket booth for someone using an AMD?					
Is the ticket booth counter lowered?					
Can you order tickets ahead of time?					

Communication Methods	Yes	No	N/A	Don't Know	Comments
Do all materials (including event maps) have the various universal accessibility symbols?					
Do print materials use sans serif font, black e.g. Arial on website and in print?					
Can website user increase point size?					
Can website user choose text only?					
Does website have accessibility features page?					
Are activity areas in materials/web numbered with text list?					
Are there assistive listening devices (Infrared, loop, FM, real-time caption systems) available for a person with a hearing disability?					
Are speakers projected on a large screen for visual or hearing impairment?					
Is sign language interpretation provided?					
Is the overall lighting adequate for signing, or for individuals with low vision?					
Has backlighting of speakers been avoided for lip readers?					
Is there a ramp to the floor mic?					
If handouts are available in alternative formats, which alternative formats are they available in? Select all that apply.	☐ Disk ☐ Large Print			☐ Audiotape ☐ Braille	

Wayfinding and Signage	Yes	No	N/A	Don't Know	Comments
Are clear paths and alternate routes identified?					
Are there signs to end points/events?					
Is signage or objects available throughout venue to identify physical layout of venue, activity location, washrooms, food area, smoking area, etc.?					
Where the activity entrance has a gate, is there signage indicating the direction to open or can it be secured in an open position?					

City of Coquitlam
Event Accessibility Checklist

Seating	Yes	No	N/A	Don't Know	Comments
Does the seating area have enough designated level viewing spaces for AMD users?					
Are the aisles at least 1.06m (3' 5") wide?					
Do the aisles have handrails?					
Can a person using an AMD sit beside an able-bodied companion?					
Is there a rest/quiet area for an attendee with a disability(s) and/or their attendant?					
If there is a picnic area, does the table setup allow seating space and maneuverability for AMD users? e.g. roll into space or removable seats					
Can a person using an AMD see the presentation clearly from the AMD seating area?					
Where a stage is available for a speaker, is it accessible to a person using an AMD? e.g. a ramp at least 3' 5" wide					

Corridor	Yes	No	N/A	Don't Know	Comments
Are the interior corridors a minimum of 1.06m (3' 5") wide?					
Is there large signage for wayfinding?					
Are the flooring and walls in contrasting colours?					
Is flooring required for grass/turf areas?					
What material is indoor flooring? Select all that apply?	☐ Concrete ☐ Terrazzo ☐ Linoleum			☐ Non-Slip Tile ☐ Carpet	

Counters and Tables	Yes	No	N/A	Don't Know	Comments
Is there an accessible path to the counter for a person obtaining or ordering food using an AMD? (ie. Is it lowered?)					
Are food displays visible and reachable by a person using an AMD?					
Are the tables set up to allow for reasonable maneuverability for AMD users?					

Elevator	Yes	No	N/A	Don't Know	Comments
Is there an elevator available?					
Is an elevator available to access all levels of the building(s)?					
Is there large and multiple signage identifying location of elevator(s)?					
Does the elevator(s) have hand rails?					
Does the elevator beep or make some other sound to indicate when it has reached each floor?					
Are there Braille or raised buttons in the elevator and outside doors?	☐ Raised ☐ Braille			☐ Neither ☐ I don't know	

Safety	Yes	No	N/A	Don't Know	Comments
Is this facility equipped with an audible safety-route signaling device?					
Is this facility equipped with alarms that have flashing lights?					
In the case of a fire, can individuals using AMDs use the main exit routes and doors?					
Is there an established plan of evacuation for persons with disabilities?					
Are all fire alarm pulls at a maximum height of 1.2m (4') from the floor?					
Are all fire extinguishers mounted at a maximum height of 1.2m (4') from the door?					
Is emergency information available in alternative formats? Select all that apply.	☐ Disk ☐ Large Print			☐ Audiotape ☐ Braille	

Public Telephones	Yes	No	N/A	Don't Know	Comments
Are there public telephones on each event level?					
Have the public telephones been lowered for a person using an AMD?					
Is there a sign with the International Symbol of Accessibility to identify the phone location?					
Does the business/organization have a TTY available for use?					

Washrooms (Public and Guest Room)	Yes	No	N/A	Don't Know	Comments
Is there at least 1 washroom per 100 attendees that is accessible for a person using an AMD?					
Is there a sign with the International Symbol of Accessibility to identify the washroom location					
Is it a unisex public washroom?					
Does the entrance door have a clear opening of at least 81cm (2' 8")?					
Which direction does the door swing (open)? Is it automated?	☐ In ☐ Out ☐ I don't know				
Is there a minimum of 1.04m (3' 5") space beside the toilet to allow for a lateral transfer?					
Is the public toilet 46cm – 48cm (18" – 19")?					
Is the toilet normal height?					
Does the height of the sink allow for adequate knee space min. 68cm (2' 3") and obstacle free?					
Are the faucets designed with lever handles?					
Does the guest room have a bathtub?					
Is the washroom area and guest room bathtub equipped with grab bars?					
Does the guest washroom have a roll-in shower?					
Is the guest room roll-in shower equipped with grab bars?					
Is a guest room bath bench available?					
Is the guest room showerhead fixed or hand held?					
What is the style of the door handle	☐ Lever ☐ Knob ☐ Bar			☐ Automatic Door Opener ☐ Other ☐ I don't know	

Rest Area	Yes	No	N/A	Don't Know	Comments
Are there benches available at various intervals or in hallways?					
Is there a quiet room available?					
Is there a water station available for assistive dogs?					

City of Coquitlam
Event Accessibility Checklist

Guest Rooms	Yes	No	N/A	Don't Know	Comments
Is there at least one-three guest room(s) designated (by hotel management) to be accessible?					
Are the room numbers in Braille or raised?					
Does the telephone have speaker phone option?					
Is the telephone equipped with volume control?					
Is the telephone equipped with a TTY, or is one available?					
Is there a light that flashes on the telephone when it rings?					
If there is a desk in the room, does it allow for adequate knee space of 68cm (2' 3")?					
Is there a variety of flooring? Select all that apply.	☐ Concrete ☐ Terrazzo ☐ Linoleum			☐ Non-Slip Tile ☐ Carpet	
Have room features been lowered to accommodate a person using an AMD 1.2m (4')? Select all that apply.	☐ Thermostat ☐ Closet Racks			☐ Light Switches ☐ Door Peepholes	

Volunteers	Yes	No	N/A	Don't Know	Comments
On the Volunteer Registration Form, have you asked if the volunteer requires an accommodation and if so, provide a description?					
Have volunteers been oriented about serving people with disabilities?					