

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
- Enhance 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 cannot 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.

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](http://abilities.ca) - abilities.ca
- [Disability Alliance BC](http://disabilityalliancebc.org) - disabilityalliancebc.org
- [Employment and Social Development Canada](http://canada.ca) - canada.ca
- [International symbols for accessibility](http://disabled-world.com) - disabled-world.com
- [Canadian National Institute of Blind](http://cnib.ca) - cnib.ca

Town/City: _____ Province: _____

Date(s): _____

Event Venue Name: _____

Description of Event Venue: _____

Address: _____

Postal Code: _____

Phone Number: _____ Toll-Free: _____

Email: _____ Website: _____

Event Location Type:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Tourist Attraction | <input type="checkbox"/> Fitness / Recreation center | <input type="checkbox"/> Dance or Comedy Club | <input type="checkbox"/> Community Centre |
| <input type="checkbox"/> Museum / Gallery | <input type="checkbox"/> Bar and lounge | <input type="checkbox"/> Concert and Sport Venue | <input type="checkbox"/> Golf Course |
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Library | <input type="checkbox"/> Pool | <input type="checkbox"/> Spa |
| <input type="checkbox"/> Arena | <input type="checkbox"/> Bar and lounge | <input type="checkbox"/> Park | <input type="checkbox"/> Motel |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Resort | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Other |

Drop Off/Pick Up	Yes	No	N/A	Comments
Is there an accessible passenger drop-off/pick up area close to the entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking				
How many designated/reserved accessible parking stalls are available? If any, indicate in "Comments" column.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pathway				
Is there direct access to a safe path? (off roadway with vehicle traffic?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clear and obvious route with curb cuts onto a safe path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are main paths paved or hard-packed material that allows easy movement of wheeled AMD**, strollers, carts, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where cable covers are used to minimize trip hazards over power cables or hoses, are the covers highly visible with yellow textured surface? (NOT on slope please)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Entrance				
Is there an entrance for AMD** access with an automatic door opener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there Scent Free signage visible before entering the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an accessible route which connects all the amenities in the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Communication Methods	Yes	No	N/A	Comments
Do all materials (including event maps) have the various universal accessibility symbols? (e.g., washroom locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the overall lighting adequate for signing, or for individuals with low vision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are speakers projected on a large screen for visual or hearing impairment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wayfinding and Signage				
Are accessible paths and alternate routes identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there clear signage that identifies the pathway to event activities and locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seating				
Are there a minimum of two (2) designated accessible seating areas with level viewing space for AMD** users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there large signage for wayfinding to designated accessible seating area? If any, indicate in "Comments" column	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the aisles have handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Counters and Tables				
Are the counters accessible for a person obtaining or ordering food using an AMD**? (ie. Is it lowered?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If food is being served will it be labelled for common food allergies? (e.g. wheat, dairy, soy etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator				
Does the elevator beep or make some other sound to indicate when it has reached each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety				
Is there an established plan of evacuation for persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washrooms				
Is there a C-shaped handle installed on the inside and outside of the accessible washroom stall door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a sliding latch to lock the accessible washroom stall door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the washroom faucets automated? If not, what is the design? (e.g., lever, push button, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there at least one accessible washroom that is centrally located? i.e., one per 100 attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff / Volunteers				
Have staff and volunteers been oriented about serving people with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest Area				
Is there a quiet space for sensory sensitive individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

** Note: Assistive Mobility Device (AMD) refers to wheelchair, scooters and walkers.