



1019 Broughton St, Vancouver, BC V6G 2A7

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www.gordonhouse.org



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC

Accessibility Checklist

Event: _____

Date of Event: _____ **Event Lead:** _____

Event Hashtag: _____

Please submit this form to the Executive Director at least 4 days prior to the event.

Food:

- Give people an articulated option to let you know of their dietary restrictions in advance. *Not being able to eat when everyone else is no fun*
- Indicate on posters/promotional material that we try to accommodate dietary restrictions. Please let us know in advance.

_____ Have someone available to assist those who cannot serve food to themselves
e.g. if shaking prevents being able to pour from a jug

Consider menu options that are:

_____ Vegan/vegetarian (Watch out for sneaky non-veg products like gelatin)

_____ Gluten free

_____ 100% nut free

_____ Halal

_____ Kosher

_____ Raw

_____ Sugar-free



Physical Spaces:

- Articulate wheelchair accessibility or lack thereof
- Ensure that events held in external spaces are fully wheelchair accessible, including:

_____ Elevators, corridors, and doors big enough for large mobility devices

_____ Fully accessible washrooms with grip bars

_____ Entrances close to accessibility parking

_____ Be aware of tripping hazards such as cables which may be easily missed e.g. by someone with limited vision

_____ Set up chairs (design floor plan) in such a way that someone using a mobility device does not need to sit on the periphery, or disrupt the event to be able to join the group, and is not blocked from reaching parts of the room, such as the food table

_____ Provide a space where people can go to be away from crowds and noise during the event

Gender

- Avoid language that erases non gender binary identified folk, e.g. “Ladies and gentlemen
- Advertise washroom accessibility or lack thereof in event promotion
- Articulate to all space users that eligibility to use any gendered space or service is defined by self-identity, not sex assigned at birth or how others read the individual’s gender expression

_____ If events include an opening circle where everyone shares their name, also encourage the sharing of preferred gender pronouns, e.g. she, they, he, ze

_____ Ensure that washrooms are available for folk of all genders. What this looks like may depend on the space. E.g. in a building with three washrooms, they may be respectively labeled “Washroom”, “Women’s washroom”, “Men’s washroom”; in a



building with only two washrooms, one washroom can be labeled “Women’s washroom- trans* women welcome” and the other “Washroom- contains 1 urinal and 2 stalls”.

Allergies

_____ Encourage event participants to reduce the use of scented products such as colognes or perfumes

Financial

_____ When events have a cost to participate, have a “no one turned away for lack of funds” policy, a sliding scale, or a limited number of free spots system available. If this is a burden to the organization, offer event sponsors or event participants an opportunity to sponsor a finite number of free spaces. Alternatively, offer a chance to pay by taking on a volunteer role at the event.

_____ When supplies are required to participate (e.g. sports equipment) see if a sponsor will cover the provision of some, or let people know where they can find cheap ways to get what they need.

_____ If possible, offer childcare for low-income parent participants

Language/Audio

- Try to keep your mouth visible when speaking, as many people rely on lip reading to augment their hearing

_____ Where possible, offer closed captions or ASL interpretation. Promote the availability of this when applicable

_____ When visual, literacy, mobility, or hearing based activities (e.g. A game that requires you to read) are run, provide an alternative or make participation optional so that folk who cannot participate do not feel left out or conspicuous



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Other

- Language is complex and contested. Be aware that reclaimed language used by someone without the relevant lived experience, reclaimed language that remains a trigger for some folk, or language that demeans a particular lived experience e.g. “Blind” as a synonym for oblivious, or “gay/lame” as a synonym for deficient, can reduce accessibility
- Consider the safety implications for participants when planning events that finish after dark and/or are not close to transit. One solution may be to have volunteers operate a buddy system.
- Always have an opt-out, e.g. being required to speak to a group as part of a get-to-know-you exercise may trigger social anxiety
- When running workshops, begin by creating a safer space agreement between participants (e.g. confidentiality, respectful language)
- Offer an opportunity for participant to receive large print versions of any handouts

_____ Meditation & Prayer Room: We are happy to provide a quiet room as a space for meditation and prayer.

_____ Kid Friendly event

Event Lead

Executive Director