

Vancouver Tenants Union Accessibility Standards Checklist for Meetings & Events

For additional details about these questions and their importance, view the full [accessibility guide](#), which includes examples and resources that can help. This list is not exhaustive, but is intended to be a starting point from which to integrate accessibility into our practices, with the goal of ensuring everyone feels welcome and able to contribute.

Messaging

- ☐ [Have we provided at least one week's notice for the event or meeting? If not, fewer people may be able to attend.](#)
- ☐ [Have we requested accommodation information early enough to make necessary arrangements? If not, we may inadvertently exclude some people.](#)
- ☐ [Is venue accessibility information included in all communications? If not, people may be unable to determine if they can attend.](#)
- ☐ [Have we clearly stated any masking or scent-free requirements for attendees? If not, people may be unprepared to attend.](#)
- ☐ [Are appropriate alt-tags used for images containing information? If not, users of screen readers will miss important information.](#)
- ☐ [Is there a plan for communicating last-minute changes? If not, some people may miss crucial updates.](#)
- ☐ [Do text and background colors have sufficient contrast for legibility? If not, content may be unreadable for some people.](#)
- ☐ [Have materials been designed with easy-to-read fonts of sufficient size? If not, materials may be unreadable for some people.](#)
- ☐ [Have agendas, presentation slides, and other documents been distributed early and in advance? If not, some people may be unable to fully prepare or participate.](#)
- ☐ [Are communications free of ableist, derogatory, or exclusionary language? If not, some people may feel unwelcome, hurt, or marginalized.](#)

All Meetings & Events

Programming

- ☐ [Are breaks scheduled after every hour of programming? If not, people may miss opportunities to participate if they need to step away.](#)
- ☐ [Is the event scheduled to last no more than three hours? If not, it may be too long for some people to manage comfortably.](#)

- ☐ [Are activities designed to be inclusive of various abilities and access needs? If not, some attendees may feel excluded or be unable to participate.](#)
- ☐ [Have options for remote and hybrid participation been considered? If not, those unable to attend in person may be excluded entirely.](#)
- ☐ [Have we checked for conflicts with other events or significant dates? If not, we may unintentionally exclude certain groups or communities.](#)

Post Event

- ☐ [Is there a method for attendees to give feedback about accessibility barriers? If not, we may miss opportunities to improve access at future events.](#)

In-Person

Venue

- ☐ [Is the location near public transit? If not, those relying on public transportation may be unable to attend.](#)
- ☐ [Is parking available nearby for disabled folks? If not, it may be challenging for those with mobility issues to attend.](#)
- ☐ [Is the main entrance accessible for wheelchairs and mobility aids? If not, some attendees may be unable to enter independently.](#)
- ☐ [Are interior doors easy to open or can they be propped open? If not, some people may have difficulty moving throughout the venue.](#)
- ☐ [Is there adequate seating? If not, some attendees may be unable to stay for the entire event.](#)
- ☐ [Is there adequate lighting throughout the space? If not, it may be challenging for those with visual impairments.](#)
- ☐ [Are directions to entrances, exits, and washrooms clearly marked and verbally communicated? If not, some attendees may have difficulty navigating the space.](#)

Washrooms

- ☐ [Are gender-neutral washrooms available? If not, some individuals may feel excluded or uncomfortable.](#)
- ☐ [Is at least one washroom accessible for wheelchairs and mobility aids? If not, some attendees may be unable to use the facilities.](#)

Sensory Considerations

- ☐ [Have we avoided fluorescent lighting where possible? If not, it may cause discomfort for some people.](#)

- ☐ [Does the space have minimal echo? If not, it may be difficult for some to hear clearly.](#)
- ☐ [Is a quiet and calm space available for breaks? If not, some people may struggle to manage sensory overload.](#)
- ☐ [Can people opt out of potentially triggering activities? If not, it may cause distress for some.](#)

Audio Setup

- ☐ [Will all speakers use microphones when addressing the group? If not, some attendees may have difficulty hearing them.](#)

Projection Setup

- ☐ [Are screens positioned for maximum visibility? If not, some people may be unable to see the content.](#)
- ☐ [Are screens shielded from direct light sources? If not, glare may make content difficult to see.](#)
- ☐ [Has the room layout considered projector placement? If not, it may affect the size or clarity of projected content.](#)

ASL Interpretation Setup (If Requested)

- ☐ [Will interpreters be well lit? If not, it may be difficult for people to see the interpretation.](#)
- ☐ [Is there a dedicated camera for interpreters? If not, people may miss the interpretation.](#)
- ☐ [Will interpreters be projected on screen at all times? If not, people who rely on sign language may be excluded from parts of the event.](#)
- ☐ [Are interpreters positioned where audio quality is optimal? If not, it may affect the accuracy of interpretation.](#)

Childcare (If Requested)

- ☐ [Have we consulted with people who requested childcare about their needs? If not, some parents and caregivers may be unable to attend the event.](#)

Online

- ☐ [Can we enable transcription or closed captioning? If not, some participants may be excluded.](#)
- ☐ [Will we explain interaction methods to participants at the start of the meeting? If not, some attendees may not know how or be able to participate.](#)

Health & Safety

- ☐ [Is appropriate personal protective equipment \(PPE\) available? If not, some people may be unable to attend the event.](#)
- ☐ [Can windows and doors be kept open for ventilation, and/or is air purification available? If not, people may be exposed to airborne pathogens, unhealthy levels of CO2, or other pollutants.](#)

Unexpected Occurrences

- ☐ [Will people be informed about emergency procedures? If not, they may be at risk in an emergency.](#)
- ☐ [Is someone designated to know the location of first-aid supplies? If not, response to medical emergencies may be delayed.](#)

Food & Drinks

Access

- ☐ [Will drinking water be available at the event or meeting? If not, it may lead to dehydration or health concerns for some participants.](#)
- ☐ [Are plates, napkins, straws, cups, and cutlery available as needed? If not, some attendees may be unable to eat or drink comfortably.](#)
- ☐ [Have we prioritized reusable items, with compostable items as a backup? If not, it may conflict with our sustainability commitments.](#)
- ☐ [Are surfaces at a comfortable height for all attendees? If not, some people may be unable to reach or use them.](#)
- ☐ [Are there clear areas on surfaces for temporary item placement? If not, some attendees may have difficulty serving themselves.](#)

Dietary Restrictions

- ☐ [Are options available for common dietary restrictions? If not, some attendees may be unable to eat at the event.](#)
- ☐ [Are ingredient lists readily available? If not, it may put those with allergies or dietary restrictions at risk.](#)
- ☐ [Have we determined if supplying alcoholic beverages is necessary? Including alcohol may make some people uncomfortable attending.](#)