

Keep **accessibility** in mind throughout your planning!



Here are some **friendly tips** to make your event more **accessible** to Cochranites:



Pre-event planning

- Consider including community members living with a disability in your event planning.
- Walking through the site in the planning phase can help identify limitations of the venue or event space and gives time to find creative solutions.
- When site planning, consider how the layout could impact the accessibility of the event (i.e. adequate distance between each stage to avoid overstimulation).
- Identify accessibility limitations – being clear as what is unavailable is just as valuable as what is.



Volunteer training & awareness

- Ensure volunteers are aware of accessibility features (i.e. ramps, low-sensory zones, location of washrooms) and limitations (poorly lit pathways, no seating or shaded areas).
- If possible, have an accessibility ambassador. Someone who can support individuals or keep an eye out for challenges throughout the event.
- Consider a roaming volunteer who is clearly identifiable and a stationary volunteer (at the information booth).
- Remember, not all disabilities are visible (hearing/visual impairments, neurodivergence).



Communication

- Advertise site-specific accessibility features (i.e., ramps, washrooms, transportation options, drop-off & pickup areas, low-sensory zones).
- Consider if these are on-demand at the event, make sure this is also advertised (i.e., earplugs at the info booth).
- Share event details with specific groups to reach people who may not find information through usual channels.
- Provide a map of the event that clearly labels event accessibility features (ie. washrooms, info booth, drop off).



Marketing

- Use a mix of print media and social media.
- Consider the use of colours, contrast, size, font, and clarity.
- Include specific information on posters like date, time, location, cost, registered or drop-in and a contact for more information.
- Consider having a phone-in option for additional information in addition to online.
- Consider adding it to the [Town of Cochrane Community Events calendar](#) (one localized place to find information).



Day-of event

- Identify and offer (if possible) seating, shade, and resting places.
- Ensure volunteers are aware of accessibility features and limitations (accessible washrooms, public use washrooms).
- Create a barrier-free path of travel for all participants (tape down cords, add temporary ramps, ensure width is appropriate for mobility devices).
- Use clear, high-contrast signs to direct attendees to key locations like entrances/exits, drop-off areas, low-sensory zones, accessible mobility routes, washrooms, and seating.
- Offer paper copies of the site map if possible.



Post event

- Collect timely feedback from volunteers and event attendees as well as those who did not attend on the success/challenges of the accessibility features.
- Celebrate successes and consider getting together with community members to tackle discuss future opportunities.

