

ACCESSIBILITY AND INCLUSIVITY CHECKLIST

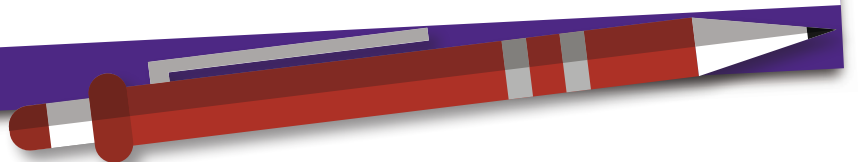
Are you planning or hosting an event? Do you intend on inviting people to this event? Then this is the resource for you! In an effort to make Western campus events and programs more accessible and inclusive for our student body, your University Students' Council Peer Programs Network has created this resource to ensure everyone has access to a set of guidelines that will help make our campus events better for everyone.

ACCESSIBILITY

- Do you have money set aside in your budget for accessible services (if required)?
- Is there an accessible pathway to access your event?
 - Do you need/have an accessible elevator or ramp? Elevator should have: Braille, Handrails and Audible and visual cues if possible.
 - Make sure the only way to access your event is not via stairs.
 - Pathway to event must not be blocked by miscellaneous objects.
 - If the accessible entrance to your event is hard to find, ensure that appropriate directions and/or signage indicating its presence are available
 - Try to hold your event if possible all on one level (if you use multiple levels make sure they are accessible to individuals who use mobility devices eg. walkers, wheelchair crutches etc.)
 - Before your event begins, re-check that the path to your location is still accessible. This includes clearing pathways outside and inside the venue, and during the event ensuring any aisles have not been obstructed with backpacks, bags, or other items.
- Are designated parking spots for persons with disabilities close to the entrance of the building?
- Does your event have aisles that are wide enough to allow a wheelchair to pass (approx. 1.1m-1.2m)?
 - Is there a space in or at the end of the hallways where an individual using a wheelchair can turn around/make a 180 degree turn (square area approx. 60" x 60")?
- Is there a door used to access your event?
 - Make sure that there is an actuator (push button) available. If not, keep the door propped open



- Does your event have flashing lights?
If so, have you provided sufficient warning for individuals entering the event? (i.e. notifying individuals in event descriptions and advertisements)
- Does your event run during the operation hours of an accessible shuttle?
- Is your event/the room your event is taking place in, properly lit given the context of your event?
Your event should not be too dimly lit in a way that hinders people with vision disabilities.
If your event requires darkness then this is not a priority.
- Does the area you are holding your event have fire alarms with a strobe function? (Not necessary based on building codes but should be considered).
- Are you selling tickets to your event?
Try to offer multiple methods of payment (eg. Debit/Credit, Cash, Online Payment).
If sold in person, make sure the booth/area is accessible (using pathway criteria above).
- Is there a counter?
If so is the counter low enough to be accessible (0.9m-1.2m)?
- Are there accessible washrooms in the building where you are holding your event?
- Is there an accessible path to the washroom (use pathway criteria above)?
- Does the door to the washroom have an actuator (push button)?
Grab bar should be "L"-shaped
There should be an accessible stall with a door swinging out
The sink should be low and have a space underneath of at least 73.5cm. Bathroom accessories should be within reach (1.2m).
- When promoting your event, did you include information about who to contact if any attendees require special devices or assistance?
If there is registration for the event, be sure to have an area where people may include if they require special devices or assistance.



Has an individual requested accommodation in advance?
If this event is affiliated with the USC or USC space, contact Sue Mckone (smkone@uwo.ca) to rent accessible services for your event.
American Sign Language/English Sign Language Interpreter.
Other accommodations.
Book these accommodations as early as possible if required.

Are the materials at your event ready in large print and electronic formats in-case somebody requests an alternate format?

Do you have priority accessible seating? Examples:

- Accessible wheelchair seating.
- Seating reserved for support persons.

How far is your event location from a parking lot? Can someone using a mobility device access the accessible entrance from the parking space/drop off zone? (Especially in the winter)

Must allow all service animals into event. Unless prohibited by law (food preparation areas).

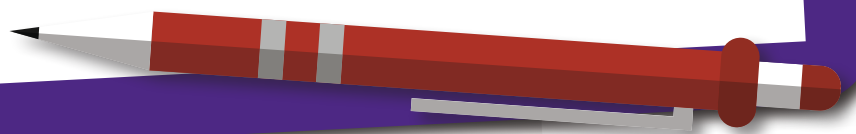
Do not charge an additional fee for support persons.
The support person is doing their job and not attending the event.
They require free access.

If you are booking space at another venue, please ensure there are all gender washrooms available, that they easy to locate, and that they are not locked if the gendered washrooms are locked.

If this event is affiliated with the USC or USC space, contact Sue Mckone (smkone@uwo.ca) to rent accessible devices for your event.

- American Sign Language/English Sign Language Interpreter.
- Other accommodations.
- Book these accommodations as early as possible if required.

If you have any question about the accessibility of your event, feel free to contact the USC Accessibility Coordinator at accessibility@westernusc.ca for consultation.



INCLUSIVITY:

Don't advertise for safe spaces unless you have guidelines for what that means and you are prepared and able to enforce them.

In the context of your event is it necessary to ask individuals to gender themselves?
ie. filling out a form

If your event has introductions, encourage hosts and/or attendees to include their personal pronouns when introducing themselves.

Does the facilitator/moderator of your event have the associated lived experience of the discussion they are leading?

If your event covers heavy content, are you providing attendees with resources they can access afterwards?

Does your event include any cultural references that are not relevant or do not pertain to those who are planning/attending the event?

Are we being mindful of the possibility of cultural appropriation?

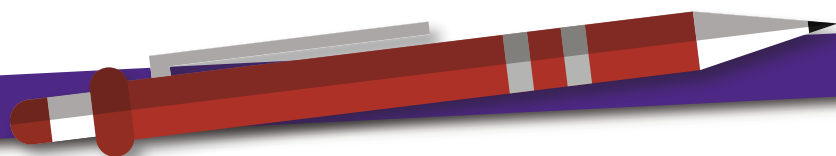
If your event offers contraception, is it mindful of all types of relationships (i.e. by offering internal condoms, dental dams, condoms)

Does your event offer individuals the opportunity to list personal pronouns on name tags/plaques/etc. if individuals so choose?

Is anything you are asking/requiring individuals to do, given your position of authority, compromising their capacity to consent?

Is your event mindful of different dietary restrictions?

Is there a part of your event that encourages or pressures individuals to engage in activities that may cause discomfort?



If you have any question about the inclusivity of your event,
please contact any of the following
USC Peer Programs coordinators for consultation:

Ally Western Coordinator:
allywestern@westernusc.ca

Ethnocultural Support Coordinator:
ethnocultural@westernusc.ca

Pride Western Coordinator:
pridewestern@westernusc.ca

Indigenous Relations Coordinator:
indigenousrelations@westernusc.ca

Gender Equality Network Coordinator:
genderequalitynetwork@westernusc.ca

Health Promotions Coordinator:
healthpromotions@westernusc.ca

