



Everyone is Welcome!

Tips on Making Your Performances More Accessible

- Volunteers -

General Best Practices for Event Promotion

1. Make sure all communications are clear and straight-forward
2. Make sure that promotional materials and signage are designed with accessibility in mind
3. Have alternative formats available for any print or visual materials
4. Design communications in multiple formats and get user input and feedback to identify barriers

Best Practices for Digital & Print Mediums

- Use high contrasting colours to differentiate foreground from background content (such as black text on a white background)
- Do not rely on colour to convey information as many people are colour blind
- Use whitespace/negative space to help create hierarchy
- Use plain language, short sentences
- Spell out abbreviations when first introduced in a document or webpage
- 14pt to 18pt is ideal for readers with low vision. However, do note that ideal point sizes vary with different typefaces and contexts
- Familiar fonts are easier to read, especially sans serif fonts such as Arial, Helvetica, and Verdana
- Avoid using decorative fonts
- Use italics, all caps, underline, and bold sparingly
- Avoid using paper with metallic or glossy finishes

Best Practices for Signage

- The most accessible sign is one which contains braille, raised print and raised pictograms
- Use internationally recognized pictograms
- Cluster information in groupings of five or less
- Use colour, text, and images consciously
- High contrast
- Use large point sizes
- Be consistent in placement and type

Best Practices for Accessible Customer Service

- Make sure event volunteers are aware of the accessibility features at event
- Have alternative formats available for any print or visual materials
- Have volunteers whose primary role is to provide information on accessibility to patrons
- Offer multiple ways for someone to get in touch & ask questions
- Actively seek customer feedback
- Use appropriate and respectful language
- Let patrons know they can request accommodations

Best Practices for Venues

- Make sure that promotional materials and signage are designed with accessibility in mind
- Signs should be in an easy to read font and with good colour contrast
- Use large point sizes that can be read from an appropriate distance
- Use internationally recognized pictograms
- Avoid protruding signs or sandwich boards
- Enlist people on your team, such as set designers, to build temporary ramps to use upon request

Best Practices for Performances

- Consider seating for groups, mobility devices, and service animals
- Provide volunteers to describe performances to persons with low or no vision
- Offer relaxed performances and tours of the performance space
- Welcome support persons at no extra cost

- Invite artists who identify as disabled to perform and take part in events

General Resources

Legislation

[Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)

[Ontario Building Code](#)

[Ontario Human Rights Code](#)

Design Best Practices

[Access Ability: A Practical Handbook on Accessible Graphic Design](#)

[AccessAbility: A Practical Handbook of Accessible Web Design](#)

[ClearPrint Guidelines](#)

[Guide for Accessible Web Design](#)

[Web AIM: Colour Contrast Checker](#)

Events, Meetings & Festivals

[Guide to Festivals and Outdoor Events](#)

[Planning Accessible Events](#)

['Sensory friendly performances' relax rules to welcome people with autism \(Globe and Mail\)](#)

[A Guide to Theatre Access – Making Performances Accessible \(UK\)](#)

[Becoming a Dementia Friendly Arts Venue: A Practical Guide](#)

Accessibility Ontario Resources

[At A Glance: AODA Deadlines](#)

[Ways to Make Your Documents Accessible \(Infographic\)](#)

[Upcoming Webinars and Webinars](#)

[AODA Online Training](#)

[Website Accessibility Audits](#)

[Accessibility Stickers](#)

[AODA Train-the-Trainer](#)

[AODA Frequently Asked Questions](#)