

Resource List for Accessible Event Planning

Interpreters (ASL, Oral, Signed English)

You need to book an interpreter sometimes 3-5 weeks in advance of the event. Events often require teamers (2 interpreters) to keep up with the information. The rate is between \$55 – 75 per hour for each interpreter. There is a minimum 2 hour booking. You will also be charged travel expenses.

Agency	Contact Person	Email	Phone
WIDHH	Jessica Jickels	j.jickels@widhh.com	604-731-9413
STILL	Chris Dunn	stilterp@shaw.ca	604-433-6359
WAVLI		http://www.wavli.com/rservice	

Captioning Services

Real-time captionists are in very short supply and require advanced booking. They are used when people with disabilities do not have sign language skills, are Deafened or Hard of Hearing. They usually bring their own equipment and require an advanced handout list or material to create vocabulary from. The cost is from \$85 - \$125 per hour and may require 2 people to attend a day's event.

Agency	Contact Person	Email	Phone
Accurate Realtime Reporting Inc.	Catherine Siegler	admin@accuraterealttime.com	604-685-6050

Braille

A request for Braille material can be time consuming and expensive. Make sure all the presenter material is in electronic format so it can be send away easily or read on a computer by the blind participant. Braille cost can range from \$200 for a handout - \$20,000 for a book. It is important that you understand what material is required for Braille and seek advice from the Disability Office before ordering as there may be another method of access.

Agency	Contact Person	Email	Phone
T-Base Communication	Jeff Jullion	jjullion@tbase.com	613-236-0866 Ext. 230

Large Print

Make copies of all the material in the font size that the participant requests. Often requested by those with Low Vision. Send to the print shop, or provide electronically directly to the participant and they can view enlarged on their laptop.

Dietary Requirements

Be sure to include dietary requirements on your advertising. There are medical conditions that require different diets or religions that prohibit certain foods. Please direct these requests through the catering company you are using.