



ORGANIZING AN ACCESSIBLE EVENT AT STUDIO 303

INTRO

Planning an event at Studio 303 means making both artistic and logistic production choices. This document offers information to better understand accessibility notions for an event taking place specifically at Studio 303. This is a starting point for continuous improvement, so please feel free to give us your feedback!

STUDIO LAYOUT

Entrance

There are two entrances to the studio:

- Main door - double door with panic bar leading to a vestibule open to the studio
- Second door - single door that opens onto a corridor leading to the dressing room and the studio.

Both entrances are accessible to people using mobility devices via a ramp. However, the second entrance is narrower, allowing little room to maneuver. The main door is a better choice in terms of physical accessibility. If the performance space is between the large white wall and the column (east side of the Studio) the audience typically enters the studio from the stage right side (second door), where a black curtain can be installed to close the space and create a backstage area.

Maneuvering areas and obstacle-free paths

Make sure that there are no obstacles for a person using a mobility device (e.g., objects lying on the floor, narrow areas to be travelled).

Technical Specifications:

Each hallway must have a minimum clearance width of 92 cm.

Provide some maneuvering areas of 1.5m x 1.5m to allow a person in a wheelchair to turn around.

Performance space and seating layout

The spatial configuration of the studio is a key element of any event. The audience's experience will be different if the studio is used in a theater layout with bleachers for a frontal performance versus in a more informal way, with chairs and cushions arranged in a circle. A lack of information can be awkward for the audience if seating options are not explicitly presented, either visually in the space (e.g., empty seats, performance space outlined on the floor) or verbally explained on arrival. If the configuration changes during the event, it is important to inform the public in advance.

Things to verify:

- Visibility of available seats to the public.
- Visibility of the performance area
- Changes in seating configuration during the performance

Reserved spaces for wheelchair users

According to the recommendations of the Kéroutl organization, a minimum of 2 wheelchair spaces should be provided for an event with a capacity of 2 to 100 people. Ideally, offer a minimum of 2 seats side by side. It is important to offer a seating option that has good visibility of the performance space and can also allow people to leave easily without feeling that they are disturbing other spectators.

Technical Specifications:

Area of 90 cm wide by 1.53m long if access is from the side or at least 1.22m long if access is from the front or back

Things to verify:

- A minimum of two accessible spaces of appropriate size, located beside a clear path.
- The host and event team are able to guide anyone using mobility devices to the accessible spaces.
- Identify reserved spaces with markings (e.g., electrical tape on floor).

RECEPTION AND TICKETING

Communications and ticketing: links to accessibility pages

When promoting your event, it is important to mention any information that may help a person decide whether or not to participate as a spectator. The "Accessibility" section of Studio 303's website is an essential resource to include in event communications. Please contact us for any specific questions.

About the performances: Add a paragraph in the event presentation including any relevant information about elements of the performance itself, their duration and their timing in the performance.

E.g.: Light intensity (darkness, white or colored lighting, stroboscopic lights); volume of sound effects or music; presence of odors (scented products, cleaners, food/cooking, etc.).

The people in charge of the reception and ticket sales must be aware of this information beforehand in order to inform the public and to set up personalized support if needs are mentioned (e.g.: leave the studio during the section with high noise level).

Entrances and exits during performance

Opening and closing the main door can bring light from the hallway into the studio, depending on the configuration, which can interfere with the performance. It is important to know if latecomers are allowed in, and if the audience can leave the studio at any time - add signage to that effect.

To be checked:

- Performance content: light intensity, sound, smell or any other element
- General knowledge of performance content by the team
- Number of seats available for people in wheelchairs
- Accessibility information on all communications (refer to the Accessibility section of the Studio 303 website)
- Latecomer policy, ideally indicated on the door
- Ability to exit and enter the studio during the performance with or without assistance

Lastly, here are some other accessibility measures that can be implemented at an event:

- LSQ / ASL interpretation for deaf people
- Information on signs transcribed into Braille
- Audio description of performances
- Subtitling or, upon request, an interpreter service for Deaf or hard of hearing audiences
- Reserved spots for the interpreter service
- Offer relaxed presentations of the performance

References:

Studio 303 dimensions (entrance, dressing room)

Equipment and technical inventory

Studio floor plan

Technical data sheets illustrated by Kéroul (in French only)

<https://www.keroul.qc.ca/section/7-fiches-techniques-illustrees.html>

Studio 303's audit by Kéroul is available on our Accessibility / Location page.

Signage: must be placed at a maximum height of 1.2 m. Ideally, a character at least 20 mm high (72 points).

Washroom Access

Please refer to the Location/Accessibility page for a description of the washrooms and the washroom accessible to people using mobility devices.

At this time, the Belgo has made some mistakes in the design of this accessible washroom. Ideally, when planning an event, you should include some elements to compensate for these shortcomings and to ensure the autonomy of those who wish to use it.

Studio 303 can provide you with an **accessible bathroom kit** which includes:

- Toilet paper dispenser on a stand: height of about 40 to 46 cm and located 30 cm from the toilet bowl on the side of the grab bar
- Sanitary trash can at a height of approximately 40 to 46 cm and located 30 cm from the toilet bowl on the side of the grab bar
- Paper towel or towel dispenser at a maximum height of 1.2 m to be placed next to the sink.

This kit should be placed before the event and removed afterwards.

Break Room

Studio 303's office can be used as a break room for people who need a quiet space during the event. A description of the room can be found on the Location page of the website. Please ensure an unobstructed path if you are welcoming people in this space.