

## Outreach Working Group Accessibility Fair July 4<sup>th</sup> Update

Event Planning: We have received most of our permissions for the event with the exception of food service. Until we confirm a vendor there seems no need to complete that process. I will update the OWG as that changes. The HSR and DARTS vehicles have been confirmed and they have spaces reserved on Jackson Street at the end of the Forecourt. I am preparing a scale map of the site so we can begin planning layouts. Paula is finishing the contact list for local organizations/stakeholders to invite them to the event and set up tables. We will also approach some of them to help set up some of the events or provide equipment to allow us to do so. The budget was passed by GIC today.

Advertising: We have purchased the website and a basic package from Wordpress along with removal of any advertising. I am building it now and using the accessibility checklist to ensure we reach AAA compliance. It will be a very simple website with four or five pages: an about us, a contact page, a participant page, a page about IDPWD and a home page. I will have something for review within the week. I have also mocked up a poster with a few versions to choose from and am mocking up various signage in case we need it. I have unified the colour scheme across them all as it has the required 7:1 contrast

ratio. I will have it ready for OWG's approval on Monday the 11<sup>th</sup>. I will have to move it on the floor at the meeting the next day due to its last minute nature, but I was unable to avoid this. I am working on finding a home for the banner with the City but Premier Printing has also quoted \$100 to store the banner 4' x 1' x 1' safely until we need it in a few years and this is an option as well.