

Creating Accessible Events

This Checklist is designed to assist with planning events and functions that are accessible to people of all ages and abilities.



It is important that people with a disability have the same opportunities as other community members to access and participate in public meetings, consultation, functions and events.

People with a disability can face barriers when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing stairs to a venue, understanding signage or using a rest room in the building.

To ensure the events can be accessed and enjoyed by people of all ages and abilities, it is important to consider the items on this checklist. It is recommended that the organisers visit any venues or sites chosen for a public function or meeting so that they may be satisfied with the accessibility of the venue and services provided.

Whenever possible, functions should be held in fully accessible venues. It is recognised that standards for access have changed over time and many older buildings will not comply with current requirements. Event organisers, however should always select the most accessible venues for public functions.

In instances where the venue is not fully accessible some access barriers may be addressed by having informed staff available to provide assistance and through hiring equipment or facilities such as an accessible toilet, ramp or audio loop.

Invitations and promotional material

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with a disability.

Text	Yes	No
Have you used a plain font (such as Univers, Helvetica or Arial) in your invitations and promotional material?	<input type="checkbox"/>	<input type="checkbox"/>
Is all text a minimum of 12 point type size?	<input type="checkbox"/>	<input type="checkbox"/>
Have the invitations and promotional material been printed on matt paper and in contrasting colours?	<input type="checkbox"/>	<input type="checkbox"/>
Is the text uncluttered with an absence of background graphics and patterns?	<input type="checkbox"/>	<input type="checkbox"/>
Content	Yes	No
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	<input type="checkbox"/>	<input type="checkbox"/>
Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, and audio loop or sign language interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included in the invitation your facsimile number and email address so guests have alternative ways of communicating their attendance?	<input type="checkbox"/>	<input type="checkbox"/>
Is written promotional material available on requires in alternative formats such as large print, audio tape, computer disk or Braille?	<input type="checkbox"/>	<input type="checkbox"/>

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Insert a session where we can add Web and digital accessibility

<u>Online invitation or registration page is keyboard-navigable</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>All text has good contrast and is resizable using browser zoom</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Videos or livestreams include captions or Auslan interpretation</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documents (e.g. programs, maps) are available in accessible formats like Word or tagged PDF</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Contact details are provided for people needing help with online access</u>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for creating accessible events

External Environment

People with disability require a continuous, even accessible path to travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Location of the nearest:

Bus Stop:

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Train Stop:

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Accessible parking bays	Yes	No
Does the venue have accessible parking bays identified by the international symbol of access?	<input type="checkbox"/>	<input type="checkbox"/>
• Raised sign?	<input type="checkbox"/>	<input type="checkbox"/>
• Ground markings?	<input type="checkbox"/>	<input type="checkbox"/>
If the accessible parking is undercover, is the roof a minimum of 2500mm in height to allow the use of a car top hoist?	<input type="checkbox"/>	<input type="checkbox"/>
Is the distance from the car park to the entrance less than 40m?	<input type="checkbox"/>	<input type="checkbox"/>

Continuous accessible path of travel	Yes	No
Is there a continuous path of travel to the building from the:		
<ul style="list-style-type: none"> • Accessible parking bay/s? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Set down area? 	<input type="checkbox"/>	<input type="checkbox"/>
If there are steps to the building:		
<ul style="list-style-type: none"> • Is there a ramp available for wheelchair users? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Do all steps have handrails? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Is there a contrasting strip on step edges? 	<input type="checkbox"/>	<input type="checkbox"/>
If there is a ramp to the building:		
<ul style="list-style-type: none"> • Is the gradient no steeper than 1:14? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Does the ramp lead to the main entrance? 	<input type="checkbox"/>	<input type="checkbox"/>
The building	Yes	No
Is the entrance threshold level:	<input type="checkbox"/>	<input type="checkbox"/>
If there is a step/s at the entrance of the doorway:		
<ul style="list-style-type: none"> • Is there a ramp of not more than 450mm in length and with a gradient of 1 in 8? 	<input type="checkbox"/>	<input type="checkbox"/>

• Is the entrance door easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the clear door width space 850mm?	<input type="checkbox"/>	<input type="checkbox"/>
Internal environment	Yes	No
Is the enquiry or reception counter low enough for a wheelchair user?	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	<input type="checkbox"/>	<input type="checkbox"/>
If there are internal steps:		
• Do all steps have handrails?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a contrasting strip on the edges?	<input type="checkbox"/>	<input type="checkbox"/>
If there are ramps:		
• Are they no steeper than 1:14?	<input type="checkbox"/>	<input type="checkbox"/>
• Do they have handrails	<input type="checkbox"/>	<input type="checkbox"/>
Do all door widths have a clear space of 850mm?	<input type="checkbox"/>	<input type="checkbox"/>
If there is only a side approach to the door, is there 1200mm clear space in front of the door?	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have a non-slip floor surface or carpets with a firm low pile of 6mm or less?	<input type="checkbox"/>	<input type="checkbox"/>
Visibility	Yes	No
Are the facilities in the venue clearly signed? Is the venue well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any areas of high reflection or glare?	<input type="checkbox"/>	<input type="checkbox"/>

Toilets	Yes	No
Does the venue have unisex accessible toilets?	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet situated on the same floor as the function?	<input type="checkbox"/>	<input type="checkbox"/>
Does the door width have a clear space of 850mm?	<input type="checkbox"/>	<input type="checkbox"/>
If the door of the toilet opens inwards, is the space large enough so the person in the wheelchair can shut the door once inside?	<input type="checkbox"/>	<input type="checkbox"/>
Is there 1250mm space at on side of the toilet pan?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a grab rail next to the toilet at 800mm – 810mm high, preferably in an “L” shape? <u>Is there a grab rail on the wall next to the toilet (800–810mm high, preferably ‘L’-shaped), and is the toilet layout suitable for both left- and right-hand transfers?”</u>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	Yes	No
Does the venue have clear, directional signage?	<input type="checkbox"/>	<input type="checkbox"/>
The Function		
<p>Everyone wants to be able to see the stage, hear speeches being made and understand training or messages being delivered.</p> <p>The following checklist will ensure your information is one where everyone’s communications requirements are met.</p> <p>If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create and event where all of your guests feel comfortable and relaxed.</p>		
Communication	Yes	No
Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreters face and hand movements?	<input type="checkbox"/>	<input type="checkbox"/>

Can the audio visual technician position spotlights on the interpreter, which distributes light clearly and evenly to the face and upper body?	<input type="checkbox"/>	<input type="checkbox"/>
If there is an audio loop:		
<ul style="list-style-type: none"> What type? please circle: induction loop infra-red FM 		
<ul style="list-style-type: none"> Has it been placed towards the front of the room with clear sight lines to the stage and the interpreter? 	<input type="checkbox"/>	<input type="checkbox"/>