

# Event checklist

## Empowered and confident: disabling the barriers

The information below provides an overview of considerations to disable the barriers at any event you may be organising. As a person's disability is unique to them it is always important to check with them directly about their needs. This checklist is meant to guide you and be a starting point to help ensure your event is accessible to all.

### The venue

When choosing a venue, it is important that the venue and the staff are aware and able to provide an accessible venue for all. When considering a venue consider the following and ask the venue provider if the answer is not easily identifiable.

<b>The physical venue</b>		<b>Comments</b>
	Is there level access, or ramps as appropriate? Do signs and elevators have braille signage – are there sufficient tactile ground surface indicators available?	
	Do entrances, lifts, ramps and corridor widths comply with Australian Standards?	
	Are automatic doors at entrance points available and functioning?	
	Are accessible toilets available?	
	Is accessible parking available on the premises and is it visibly signposted?	
	Are the acoustics adequate so that noises from external sources do not interfere e.g. traffic, other events etc?	
	What is at the entrance e.g. steps, ramps – is there an alternative entrance?	
	Is the venue well ventilated?	
	Do all stairs have handrails?	
<b>The venue vicinity</b>		
	Can the venue be easily accessed by public transport?	
	Is there a drop off area close to the venue?	
	Is there a grassed area nearby for the toileting needs of any guide dogs and/or assistance animals?	
<b>Venue procedures</b>		
	Are the venue's emergency procedures accessible?	
	Does the venue understand and comply with the laws surrounding service animals in Australia?	

## Invitations

The invitation to any event is usually the first opportunity for you to impress the invitees and showcase your event as inclusive. When developing the invitations for the event consideration should be given to the following.

Include as part of the invitation		Comments
	As part of registration ask attendees for any specific accessibility requirement information.	
	Include and highlight the existing accessibility features of the venue.	
	Provide contact details of the event organiser so that an invitee could contact them to register and/or gather more accessibility information. Consider including a teletypewriter (TTY) number.	
	Provide, as part of the invite or return registration, confirmation information on accessing the venue including accessible parking, general parking, public transport and venue drop off points.	
	Inclusive language is being used throughout the invitation and registration process.	
<b>Accessibility</b>		
	If using a third party booking service - is their service accessible?	
	Are the digital invitations accessible? If physical invitations are provided, ensure they are accessible or alternatively provide an accessible digital version?	
	If a paid ticketed event, companion cards or similar should be accommodated as part of registration and should be honoured.	

## Marketing and communications

Accessibility		Comments
	Are all websites accessible?	
	Is all written material available in alternative formats?	
	Does all signage, presentation and written material have accessible contrast levels?	
	Is there a site map and signage for the event which highlights accessible facilities and services?	
	Is text written in a plain font e.g. Arial and a minimum 12 point type size?	
	Is text uncluttered, with an absence of background graphics and patterns?	
	Are materials printed on matte paper?	
<b>Language</b>		
	Is inclusive language being used throughout the promotional materials?	
	Can written material be provided in plain English/easy English alternatives?	

## Room considerations

Environment		Comments
	If an Auslan interpreter is required, are those identifying with as deaf or hard of hearing provided reserved seating in the front to ensure clear view of the interpreter?	
	Is a wheelchair ramp provided, for both guests and presenters, which complies with Australian standards?	
	Do emergency procedures address how people with disability will be assisted? Are staff and guests aware of the procedures?	
	Is sufficient space available between tables etc. for wheelchairs and other mobility devices?	
	Are table heights accessible for people using wheelchairs and people of short stature?	
	If it is a standing event, will seating be available for those that require?	
	Are all obstacles, trip hazards removed i.e. cables are removed and/or taped down?	
	Particularly for longer events, has a quiet zone for refuge from busyness and noise been created?	

## Audio visuals

When discussing the audio-visual requirements for the day, discuss the following with the AV supervisor.

AV set-up		Comments
	Have strobe lighting or flashing lights been excluded from the event?	
	Are microphones height adjustable or lapel microphones provided as an option for those requesting?	
	Is a hearing loop and associated technical support available?	
Accessibility		
	Is the Auslan interpreter positioned in a well-lit area and clearly visible to the audience?	
	Is live captioning provided on all screens?	
	Is there even lighting throughout the event?	

## MC / presenters / stallholders

An event can have many different people contributing to the success of your event. Consider the following when working with your contributors.

MC / presenter requirements		Comments
	Have presenters, performers, stall holders etc. been asked if they have any access adjustments/requirements for themselves?	
	If appropriate, will the MC/presenter include small regular breaks or similar, to assist with concentration?	

<b>Speakers presentation</b>		<b>Comments</b>
	Can the MC/presenter provide a verbal explanation of the layout, directions to toilets, meal areas, breakout rooms and fire exits?	
	Have the number of visuals been limited and kept similar with good colour contrast?	
	Are presentation videos captioned?	
	Are videos and presentations audio described?	
	Do the presenters describe any visual information in their presentations?	
<b>Request of the speaker</b>		
	Has the presenter considered accessibility issues and been provided with relevant items of this checklist?	
	Has the speaker/s been told to introduce themselves? In smaller groups, has a roll call been performed for attendees who are blind or with low vision?	
	Is the presentation pace slowed down, using pauses to allow attendees who are deaf or hard of hearing, to process and keep up with the presentation?	
	Can the presenter avoid looking at the 'screen' when presenting to ensure they are facing the audience?	

## Catering

		<b>Comments</b>
	Are a variety of meal options provided, including items that are easy to eat with limited mess and no requirement for utensils or intricacy?	
	Are staff briefed and available to assist attendees with serving items if required?	
	Are all special meals clearly labelled and easily accessible?	
	If considering a buffet style arrangement for catering, have the needs of people with disability been considered?	
	Are flexible straws available on request?	
	Are some tables and seats available for those who require while eating?	
	Have other amenities been considered e.g. condiment sachets, small containers etc.?	

## Other considerations

		<b>Comments</b>
	Is there someone involved in the planning or who can fulfil an advisory capacity that has lived experience?	
	Have you considered the need for budget to address access requirements?	