

Accessible Events Checklist

Event Details

Name			
Address			
Contact Name:		Phone:	
Included with Event management Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Invitations and promotional material

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

Text

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Have you used a plain font (such as Arial, or Univers) in your invitations and promotional material? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is all text at least a minimum of 12 point type size? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have the invitations or 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 patters? | <input type="checkbox"/> | <input type="checkbox"/> |

Content

- | | | |
|---|--------------------------|--------------------------|
| • Does your invitation or promotional material state whether the venue is accessible to people who use wheelchairs? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your promotional material 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 guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you included in the promotional materials your email address, so guests have alternative ways of communicating their attendance? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is written promotional material available on request in alternative formats such as large print, audio tape, computer disk or Braille? | <input type="checkbox"/> | <input type="checkbox"/> |

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External Environment


People with disability require a continuous, even, accessible path of 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:

Train station:

Accessible Parking Bays

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Does the venue have an accessible parking bay | <input type="checkbox"/> | <input type="checkbox"/> |
| <div style="display: flex; align-items: center;">  <div> <p>Is the accessible parking bay/s identified by the international symbol of access?</p> <ul style="list-style-type: none"> • raised sign • ground markings </div> </div> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the accessible parking is undercover is the roof of a minimum 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

- | | | |
|--|--------------------------|--------------------------|
| • Is there a continuous accessible path of travel, including kerb ramps, to the building from the: | | |
| ○ Accessible parking bay/s? | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Set down area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are steps to the building: | | |
| ○ Is there a ramp available for wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Do all steps have handrails? | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is there a contrasting strip on step edges? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is a ramp to the building: | | |
| • Is the gradient no steeper than 1:14? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the ramp lead to the main entrance? | <input type="checkbox"/> | <input type="checkbox"/> |

Accessible Events Checklist

The Building

Entrance

- Is the entrance threshold level? ☐ Yes ☐ No
- If there is a step/s at the entrance of the doorway is there a ramp of not more than 450mm in length and with a gradient of 1 in 8? ☐ Yes ☐ No
- Is the entrance door easy to open? ☐ Yes ☐ No
- Is the clear door space 800mm (preferred) or 850mm ☐ Yes ☐ No

Internal environment

- Is the enquiry or reception counter low enough for a wheelchair user? ☐ Yes ☐ No
 - Does the venue have an accessible path of travel from the front entrance to all areas guests will use? ☐ Yes ☐ No
- If there are internal steps:
 - Do all steps have handrails? ☐ Yes ☐ No
 - Is there a contrasting strip on step edges? ☐ Yes ☐ No

If there are ramps:

- Are they no steeper than 1:14? ☐ Yes ☐ No
- Do they have handrails? ☐ Yes ☐ No
- Do all doors have a clear space 800mm (preferred) or 850mm? ☐ Yes ☐ No
- If there is only a side approach to the door, is there 120mm clear space in front of the door? ☐ Yes ☐ No
- Does the venue have a non-slip surface or carpets with a firm low pile of 6mm or less? ☐ Yes ☐ No

Visibility

- Are facilities in the venue clearly signed? ☐ Yes ☐ No
- Is the venue well lit? ☐ Yes ☐ No
- Are there any areas of high reflection or glare? ☐ Yes ☐ No

Toilets

- Does the venue have a unisex accessible toilet? ☐ Yes ☐ No
- Is the toilet situated on the same floor as the function? ☐ Yes ☐ No
- Does the door have a clear space of 800mm (preferred) or 850mm ☐ Yes ☐ No
- If the door of the toilet door opens inwards, is the space large enough for the person in a wheelchair to shut the door once inside? ☐ Yes ☐ No
- Is there 950mm space at one side of the toilet pan? ☐ Yes ☐ No
- Is there a grab rail next to the toilet at 800mm – 810mm high, preferably in an “L” shape? ☐ Yes ☐ No

Accessible Events Checklist

Signage

- Does the venue have clear, directional signage to:
- The function room?
- The toilets?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The function/event

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication

- 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 interpreter's face and hand movements?
- Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?
- Does the venue have an audio loop installed?
- If there is an audio loop:
 - What type: ☐ induction loop / ☐ infra-red FM
 - Has it been placed toward the front of the room with clear sight lines to the stage and the interpreter?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Sit down function

- Are there sufficient walkways (1000mm or wider) in the function room?
- Is there 900mm space between tables?
- Is there 710mm to 840mm space under the table to allow a wheelchair to slide comfortably underneath?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>