Disability Access and Inclusion Checklist for Events

Invitations and Promotional Material	YES	NO
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 disabilities.		
Have you used a san serif (non cursive) font (such as Univers, Helvetica or Arial) in your invitations and promotional material?	☐	☐
Is the text uncluttered with no background graphics, patterns and watermarks?	☐	☐
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	☐	☐
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	☐	☐
Is written promotional material available on request in alternative formats?	☐	☐
External Environment		
People with disabilities 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.		
Does the venue have an accessible parking bay?	☐	☐
Is the distance from the car park to entrance less than 40m? Or is there a safe drop off point at the door?	☐	☐
Is there a continuous accessible path of travel, including kerb ramps, to the event area from the accessible parking?	☐	☐
If there are steps to the building are there a ramp and handrails?	☐	☐
What surface is the event on (tile, carpet, concrete, grass etc.)?		
The Venue		
Is the entrance walkway and doorway level?	☐	☐
Is the entrance door easy to open?	☐	☐
Are all of the doors at least 800mm wide?	☐	☐
Does the venue have an accessible path of travel from the front entrance to all area's guests will use?	☐	☐
Are facilities/function rooms in the venue clearly signed?	☐	☐
Is the venue well lit?	☐	☐
Does the venue have a unisex accessible toilet?	☐	☐

The Function

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.

Are there sufficient walkways (1000 mm or wider) in the function area?	☐	☐
If there are tables, are there 900 mm space between tables and at least 710mm of space under the table?	☐	☐
TOTAL SCORE		/18

Contact Details

It is important that community members have someone they can contact with specific questions regarding disability access. Please provide the details below of the nominated person. By signing this document, you allow the Shire of Wyndham East Kimberley to advertise the accessibility score of the event and provide this checklist to community members upon request.

Name:	
Phone number:	
Email:	
Signature:	Date:

Creating Inclusive Events

Events are an integral and inevitable part of life in the post-secondary education sector involving staff, students and visitors to the institution. Events, whether formal or informal, offer an opportunity for an institution to demonstrate its commitment to inclusion and accessibility. Conferences, workshops, student orientation, sporting and cultural events and graduations, however small or large all offer opportunities to model and showcase best practice in terms of accessibility.

Applying inclusive practice principles to event planning and realisation supports not only people living with disability but also those who are not impacted by disability. It is best practice

What should be considered when organising an event on campus to ensure that it is welcoming to people living with disability?

Planning the Event

Area	Considerations
Promotional Materials and Registration Information	Ensure that promotional and registration information is available in a variety of formats including electronic format. Ensure that participants are provided with multiple options for registration including phone, email and online. Ensure that online forms are accessible. At the time of registration, ask about any accessibility requirements that participants may have. Ensure that registration is available at no charge for carers. The Companion Card and similar services identifying carers and facilitators should be honoured.
Venue	Ensure that the planned location for the event is accessible. Check the following: Is it close to public transport or car parking or is there a drop off point? Is there a clear path of travel to the building/area? Is it well signposted? Easy entry? Automatic doors? Are there stairs and if so, do they have handrails? Is there an accessible lift or ramp as an alternative to the stairs? Are accessible bathroom facilities in close proximity to the venue? Does the venue have capacity to support people with a range of accessibility requirements? Are quiet spaces available nearby for participants who may require this? Is there a place for assistance animals to rest, be toileted and watered?

Prior to the Event

Area	Considerations
Accessibility Requirements	Ensure that all requested accessibility requirements are arranged. This may include the following: Arranging AUSLAN interpreters. Arranging for any video material to be captioned. Arranging for live captioning services. Provision of written material in an appropriately accessible format prior to the event.
Maps	Ensure that participants are provided with accessible maps in an appropriate format. This may include visual, text and audio maps.

On the Day of the Event

Area	Considerations
Signage	Ensure that venue, facilities and event signage is: Clear Utilises accessible contrast Is at an appropriate height to be seen Includes raised tactile and/ or braille information where required (e.g. on doors and bathrooms)
Maps	Ensure that participants are provided with accessible maps in an appropriate format, which indicate the location of event venues and accessible facilities
Communication	Ensure that access to and location of, venue facilities is communicated to participants. This might include: The presence of a hearing induction loop or infrared hearing assistance system The location of accessible bathroom facilities The location of assistance animal rest areas The location of quiet spaces
Accessible Path of Travel	Ensure that clear paths of travel are provided both outside and within the venue. The venue and environs should be clear of obstacles and trip hazards such as electrical cables should be moved or taped down.
Venue	Ensure that the venue is well lit throughout and that glare is minimised. For outdoor events, ensure that shaded areas are provided for people who are sensitive to heat or who experience light or glare sensitivity.
Furniture	Ensure that the registration table is at an appropriate height for all participants including wheelchair users and people of short stature. Ensure that buffet lunch tables are at an appropriate height for all participants including wheelchair users and people of short stature.

Area	Considerations
	For *lecture style* events/sessions: Reserve some seating at the front of the venue for wheelchair users, people who lip read or need to be close to the interpreters. For *workshop style* events/sessions: Ensure that discussion tables are at an appropriate height for wheelchair users. Ensure that there is sufficient space between tables and furniture for people using wheelchairs, walking frames and other mobility aids to navigate around. For *standing events*, provide some chairs for people who may not be able to stand for extended periods or who may experience fatigue. For *all* of the above, ensure that some seating with arms is available. Roving audience microphones are provided where audience participation is anticipated.
On Stage	Ensure that the presenters and any participants who need to, can access the stage or equivalent. Ramps to the stage need to comply with Australian Standards. Lapel microphones or adjustable height microphones should be used to accommodate people at different heights.
Emergencies	Ensure that there is an emergency plan for the event, that staff are aware of the plan and that emergency procedures address how people with disability will be assisted.

After the Event

Area	Considerations
Follow Up	Ensure that any written materials from the event (e.g. conference papers) are provided to participants in appropriate accessible formats.
Seek feedback from attendees regarding the accessibility of the event and any suggested improvements.	