



CHECKLIST

Plain Language

How accessible is your event?

This checklist is a basic guide to make your event accessible for everyone.

Providing options and opportunities for people is a shared responsibility. To plan and prepare for an event that is inclusive we want to encourage people to feel confident to discuss their accessibility requirements.

Plan for access. Think about access from the start, such as choosing a venue or site. This will help to make your event enjoyable for everyone.

Make sure routes and paths are accessible. Paths should be level, wide, smooth, and free from obstructions. Accessible routes can include ramps and grab rails. You can use colour contract strips to help show edges or pathways.

Ask for advice. Speak to a person with a disability or disability businesses about hiring equipment like ramps, hearing loop systems, and booking interpreters. They may offer disability awareness training and help you with any access issues.

Make sure written information is accessible. This includes flyers, menus and other information about your event. Use large, clear fonts with good contrast (e.g., black on white). Keep the information to the main points and use everyday language.

Tell people that your event is accessible. Advertise that you have ramps and accessible toilets. Make sure you give the contact details of the event organiser so that people can ask any questions.

Making your Event Accessible

Is the venue suitable for people who have low vision, difficulty hearing or walking, communication difficulties, and those using a wheelchair?	YES	N/A
Is there shade and water available?	YES	N/A
Are doors automatic or easy to open and light in weight?	YES	N/A
Is there a clear and continuous path of travel through the public spaces that is 1000mm-1200mm wide?	YES	N/A
Are there enough accessible parking spaces?	YES	N/A
Is there a place for a bus to drop off and pick up people?	YES	N/A
Is the event free for carers?	YES	N/A
Are assistance dogs welcome? They will need water and a toileting area	YES	N/A
Can people in a wheelchair see over the counter? 800mm-830mm high	YES	N/A
Will there be priority seating for people who need assistance?	YES	N/A
Is there an accessible toilet/s? <i>Tip: You can hire accessible toilets.</i>	YES	N/A
Are there seats saved for people who cannot walk a long way? Are there seat for people to have a rest?	YES	N/A

Making Your Event Welcoming

Are you advertising that the event has some accessible features available?	YES	N/A
Are the contact details of the event organiser provided in flyers? People should be able to talk to the event organiser about their needs.	YES	N/A
Is there information about the event available? A guide that tell people about the activity and what time. A map that tells people accessible entry points, parking, evacuation area and toilets?	YES	N/A
Are the signs clear and easy to read from a seated position?	YES	N/A
Is staff or volunteers able to help people find their way? Do they know how to communicate with people who have a range of abilities?	YES	N/A
Is there going to be a lot of noise or music?	YES	N/A
Is there a quiet area for people if the event gets very loud?	YES	N/A
Are you going to use a microphone? Can the height be adjusted?	YES	N/A

Making Your Event Communication Friendly

Do staff or volunteers know how to speak to people who have communication difficulties?	YES	N/A
Are you providing an Auslan interpreter or captioning? You need to book interpreters early so they can prepare. Interpreters should be clearly visible to the audience.	YES	N/A
Are communication boards available?	YES	N/A
Is there a hearing loop?	YES	N/A

Making Your Event Information Easy to Read

Is advertising material and other information written in Plain Language? <i>Tip: You can find free guides about "Plain Language" on the Internet.</i>	YES	N/A
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Rights and Responsibilities

Do staff and volunteers know why access is important and are aware of their duties under the Disability Discrimination Act?	YES	N/A
Is access included in the plan and budget for the event?	YES	N/A
Will there a way for people to tell you how the event could be better?	YES	N/A

Why should events be accessible?

Accessibility benefits everyone! This includes elderly people, people with injuries, parents with prams and young children, people with shopping or luggage bags and delivery services.

It's the law. People with disabilities should have a chance to go to events like any other person. If they cannot because of access, they can make a complaint.

Resources List

Community organisations and your local preferred providers

Auslan Connections Ph: 1300 010 877 www.auslanconnections.com.au	Live Captioning Service and Video Remote interpreting ← See Auslan Connections	General Event Equipment Hire
VicDeaf Ph: 03 9473 1111 www.vicdeaf.com.au	Disability Rights Information Aust. Human Rights Commission www.humanrights.gov.au	Accessible Toilet Hire
Vision Australia Ph: 1300 847 466 www.visionaustralia.org	Disability Awareness Training Free e-learning training www.disabilityawareness.com.au	Changing Places - Marveloo Hire from Bendigo or Maroondah www.changingplaces.org.au
Accessible Equipment Hire/ Ramp Contact your local Council Office	Advice on Communication Access, training or communication boards West Hume Regional Communication Service Ph: 03 5723 2074	

Further information and assistance from your local Council

Greater Shepparton City Council
 90 Welsford Street, Shepparton
 P: 03 5832 9700
 E: council@shepparton.vic.gov.au

Strathbogie Shire Council
 109a Binney Street, Euroa
 P: 1800 065 993
 E: info@strathbogie.vic.gov.au

Moira Shire Council
 44 Station Street, Cobram
 P: 03 5871 9222
 E: info@moira.vic.gov.au

Project Partners

