



**CHECKLIST**

## How accessible is your event?

This checklist does not provide direct solutions to all of the various barriers that may be encountered at a temporary event, but instead offers basic guidelines for inclusion.

**Planning for accessibility** from the beginning improves the chances of creating an event that is enjoyable for everyone. Efforts to provide access after critical decisions have been made, such as selecting a site, may result in “add-on” solutions that may be more costly or less effective than necessary.

**Accessible space.** An accessible path or seating area should be free from obstruction. These areas may need to be monitored during set-up and throughout the event to ensure people are educated about the purpose of enabling access.

**Seek advice.** Individuals with various disabilities or organizations are excellent resources for information and advice. They may know how to source equipment such ramps or assistive listening systems. They may offer awareness training or know where to book sign language interpreters as well as help with site accessibility and other concerns.

**Ensure your promotional materials are accessible.** Use large, clear fonts with good contrast when designing your promotional material. Keep information to the main points. Images can be used to support information. Avoid words over images.

**Promote your event as an inclusive event.** Advertise accessible features and include a contact point for people to obtain more information or discuss any additional accessibility requirements.

## Making your Event Accessible

Accessibility has been considered when selecting the venue/location for your event. Ensure venue is well lit and glare is minimised. <i>Tip: Consider the needs of various disabilities including low vision, hard of hearing, mobility as well as sensory or invisible disabilities</i>	YES	N/A
Shade areas and water stations are available at outdoor events.	YES	N/A
Automatic or easy to open doors. <i>Tip: Heavy doors can be difficult to open whilst using a walking frame, pram, etc.</i>	YES	N/A
Clear and continuous path of travel to and throughout the event. Including kerb ramps from the road to the footpath, ramps or steps with handrails. Consider space between chairs, tables and displays. <i>Tip: An assessable path should be at least 1000mm - 1200mm wide. Door space at least 850mm wide.</i>	YES	N/A
Enough accessible parking spaces. <i>Tip: Issue event parking permits upon request. Use traffic cones and temporary signage to create designated parking.</i>	YES	N/A
Accessible drop off and pick up points close to the entrance. <i>Tip: Traffic control will be helpful to ensure no parking and traffic flow in this area.</i>	YES	N/A
Ensure there is no charge for carers. Display assistance dogs are welcome, and create an area where they can be toileted and have water.	YES	N/A
Lower sections where people in a seated position can access counters, vendors or information. <i>Tip: recommended height of 800mm - 830mm.</i>	YES	N/A
Adequate access to stage or viewing area. <i>Tip: Consider signage to advise of designated priority seating or accessible viewing area, make edges and pathways with bright tape to provide contrast and control people blocking pathways.</i>	YES	N/A
Accessible toilets available? <i>Tip: Accessible toilets are available for hire.</i>	YES	N/A
Adequate seating for people who cannot stand for long periods of time. Seating throughout the event? <i>Tip: People who require support to stand up need chairs with arm rests.</i>	YES	N/A

## Making Your Event Welcoming

Promote your event as an inclusive event. <i>Tip: At time of registration, ask about any accessibility requirements so these can be arranged.</i>	YES	N/A
Provide multiple options for people to register or obtain more information, this may include a phone number, email or online.	YES	N/A
Ensure the location and cost of the event is advised. Communicate facilities. Provide a map that details event layout, activity times and accessible features. <i>Tip: note accessible entry points, priority seating, ramps, auslan interpreter, evacuation area, parking, toilets, quite space, assistance animal toileting area, etc.</i>	YES	N/A
Signage that is clear and easy to read so people can find there way to and throughout the event. <i>Tip: Portable signs can be downloaded and printed.</i>	YES	N/A
Staff or volunteers are aware of the accessibility features at the event and confident to communicate with people who have a range of abilities.	YES	N/A
Provide a chill out zone. <i>Tip: This is a safe quiet space for people who may feel overwhelmed or anxious. This is a place people can relax.</i>	YES	N/A
Using a Public Address System? Adjustable microphone height? <i>Tip: Consider background noise, sensory disability and music volume.</i>	YES	N/A

## Making Your Event Communication Friendly

Providing an Auslan interpreter or live captioning? <i>Tip: Interpreters need time to prepare and should be booked well in advance. Interpreters should be clearly visible to the audience.</i>	YES	N/A
Providing and promoting a hearing loop, communication boards or other assistive communication tools available?	YES	N/A

## Making Your Event Information Easy to Read

Printed advertising material and written information is clear and in plain language. <i>Tip: Use headings and focus on main points. Fonts should be Sans serif fonts (Arial, Helvetica, Tahoma, Verdana) and larger than 12-14 point with clear contrast.</i>	YES	N/A
Internet advertising - ensure information is available in a range of formats upon request. <i>Tip: People with impaired vision can use zoom to make words larger.</i>	YES	N/A

## Rights and Responsibilities

Event organisers and support staff are aware that improving access to your event will increase compliance with the Disability Discrimination Act.	YES	N/A
Planning and budgeting for an inclusive event.	YES	N/A
Seek feedback from attendees about how to improve accessibility.	YES	N/A

We welcome, encourage and value diversity. Anyone wanting to provide a high level of success to their event will ensure that you can serve all of your community with confidence and respect, especially people with disabilities.

**Accessibility benefits everyone! This includes our ageing population, 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 equal access and opportunity to participate in events just like any other person. If they can't they could make a complaint of discrimination under the *Disability Discrimination Act (1992)*.

## Resources List

Community organisations and your local preferred providers

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

**Strathbogie Shire Council**  
 109a Binney Street, Euroa  
 P: 1800 065 993  
 E: [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)

**Moira Shire Council**  
 44 Station Street, Cobram  
 P: 03 5871 9222  
 E: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)

## Project Partners

