

Checklist for Festivals and Outdoor Events

Design Aspect

Do your General Access have:	Yes	No	N/A
accessible parking close by for people with disabilities			
accessible parking for motorised scooters and wheelchairs			
accessible public transport close by			
clear external and internal directional signs including symbols			
clear paths of travel from outdoor to indoor areas			
protection from wind, rain and noise in outdoor areas			
step free access throughout the site			
wide self opening or easy to open doors			
lever style door handles at an accessible height			
safety markings on any glass doors and adjacent panels			
colour contrasting door frames/trims			
low height, 'clutter free' service counters with a seat			
an accessible buzzer on service counters			
seating with backs and armrests			
seating with colour contrast to walls/floors/ground surface			
a Good Access Counter Card at service counters			
consistent and even lighting throughout site			
wide, clear internal and external walkways			
clear space between furniture and exhibits for a person to manoeuvre a mobility aid e.g. Wheelchair, walking frame, stick, crutches			
slip resistant floor and ground surfaces			
visible and audible fire alarms			
accessible emergency exits			
ramp or lift access to all levels			
information about services for people with disabilities e.g. Lift, accessible toilet, emergency procedures			
a taped telephone message about services and facilities			
an accessible website with information about services			
an internet booking system			
a telephone booking system			
accessible payment options			
direct access to an accessible toilet with an 'access sign'			
an accessible baby change area			
friendly helpful staff, trained in access awareness			
discounts for pensioners			
acceptance of 'companion and carer cards'			
Does moving around include:	Yes	No	N/A
a mobility map of the site indicating accessible parking, toilets, paths, attractions			
low height ticket counters, kiosk, bar etc			
accessible self service counters/display area			
staff available to assist in self service areas			
suitable height exhibits for people using wheelchairs			
access to stage and change room areas			
accessible guided tours			
wheelchairs for loan			
access support personnel to assist where necessary e.g. Pushing wheelchairs			



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access to and within viewing areas and lookouts e.g. Near parade routes			
wheelchair accessible seating throughout site			
accessible rest areas including seating, lighting, drinking fountains, shelter at regular intervals along paths			
an accessible shuttle service			
accessible on-site transport if required			
access to any mobile attractions e.g. Train, buses, rides, etc			
clearly signed passenger stops and vehicles			
seatbelts on any mobile attractions			
space for storing mobility aids and baggage			
access to any boat ramps, jetties or fishing platforms			
access via decking or floating entry to any beach or lake areas			
access via ramp or beach entry to any swimming areas/pools			
availability of 'beach/pool accessible' wheelchair for loan			
access to any camping sites and facilities			
access to any vending machines/food outlets/kiosk/drinking taps			
accessible picnic areas with shelter, seats and BBQs			
access to any playground and play equipment			
For vision access is there:	Yes	No	N/A
Large print, raised tactile, Braille and audio signage			
an 'assistance animals welcome' sticker at entry e.g. Guide dog, hearing dog			
effective lighting throughout site			
information in large print and Braille			
clear, large print name tags for staff or volunteers			
staff available to read information to participants if required			
audio guides for exhibits and displays			
tactile depiction or artist displays e.g. Paintings			
audio descriptions of attractions on shuttle service			
colour contrasting handrails and seating on mobile exhibits			
raised tactile and Braille markings on any lift buttons			
audible information in any lifts			
raised tactile signage and Braille on mobile exhibits			
no overhanging foliage on pathways			
limited use of rope or chain barriers			
handrails and contrasting edges on any steps			
tactile tiles prior to steps. Ramps, jetties, piers and other hazards			
For deaf or hearing impaired is there:	Yes	No	N/A
staff or volunteers with basic sign language skills			
sign language interpreter if required			
staff who look at the participants when talking (for easy lip reading)			
effective glare free lighting at any service counters			
staff who speak clearly to participants			
pen and paper for exchanging information			
appropriate acoustic environments to reduce background noise			
hearing augmentation at service counters and in			
performance areas alternatives to any audible announcements e.g. Visible display			
accessible public telephone and National Relay Service (NRS)			
availability of an SMS telephone number			

NOTE: If the answer is no, please contact Access and Inclusion Officer Louise Dwyer on 03 5832 9592 or email louise.dwyer@shepparton.vic.gov.au