

# How to make your event accessible

**This checklist is designed  
to assist with planning  
events and functions that  
are accessible to people  
of all ages and abilities.**



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## Invitations and promotional material

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 of all ages and abilities.

| Text   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Have you used a san serif font (such as Univers, Helvetica or Arial) 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 and promotional material been printed on matt paper and in contrasting colours?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the text uncluttered with no background graphics, patterns and watermarks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Content  |                          |                          |
| • Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs or mobility aids?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Did your invitation include information about the accessible facilities at the venue such as the location of parking, accessible toilets or nearest drop off/pick up area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you encouraged your invited 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 invitation your facsimile number, national relay service and 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?   | <input type="checkbox"/> | <input type="checkbox"/> |


## External environment

People with disabilities require a continuous 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 a designated accessible parking bay?  | <input type="checkbox"/> | <input type="checkbox"/> |
|  <ul style="list-style-type: none"> <li>• Is the accessible parking bay/s identified by the international symbol of access?</li> <li>- raised sign</li> <li>- ground markings</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the accessible parking is undercover is the roof a minimum of 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 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:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Designated accessible parking bay/s?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Drop off/Pick up area?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are steps to the building:  |                          |                          |
| - Is there a ramp available for people using wheelchairs, mobility aids or parents with prams? | <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:  | <input type="checkbox"/> | <input type="checkbox"/> |
| - 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"/> |

## The building

| Entrance   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Is the entrance threshold level?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • 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?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the entrance door easy to open?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the clear door space 850mm?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Internal environment   |                          |                          |
| • Is the reception counter low enough for a wheelchair user?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have an accessible path of travel from the front entrance to all areas guests will use e.g. toilets, seating? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are internal steps:   | <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 are ramps:  | <input type="checkbox"/> | <input type="checkbox"/> |
| - Are they no steeper than 1:14?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do they have handrails?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do all doors have a clear space 850mm?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is only a side approach to the door, is there 1200mm clear space in front of the door?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have a non-slip floor surface or carpets with a firm low pile of 6mm or less?                                 | <input type="checkbox"/> | <input type="checkbox"/> |

| Visibility   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Are facilities in the venue clearly signed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the venue well lit?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there any areas of high reflection or glare?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Toilets  |                          |                          |
| • Does the venue have an accessible toilet?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the toilet situated on the same floor as the function?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the door have a clear space 850mm?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the door of the toilet door opens inwards is the space large enough so for the person in a wheelchair to shut the door once inside? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there 950mm space at one side of the toilet pan?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a grab rail next to the toilet at 800mm – 810mm high?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Signage  |                          |                          |
| • Does the venue have clear, directional signage to:   |                          |                          |
| - the function room?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - the toilets?   | <input type="checkbox"/> | <input type="checkbox"/> |

## 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 the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

| Communication   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can the audio-visual technician's position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have an audio loop installed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is an audio loop:  |                          |                          |
| - what type: induction loop/ infra-red/FM   | <input type="checkbox"/> | <input type="checkbox"/> |
| - has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit down function   |                          |                          |
| • Are there sufficient walkways (1000mm or wider) in the function room?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there 900mm space between tables?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there 710mm to 840mm space under the table to allow a wheelchair to slide comfortably underneath?  | <input type="checkbox"/> | <input type="checkbox"/> |

For further enquiries, please contact

**Council's Access and Inclusion Officer**

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