

Inclusive and Accessible Events Checklist

Please use the following prompts to assist in making your event accessible and inclusive for all.

Event stages	Checklist	Suggested resources /links
Early Planning		
Event scope	<ul style="list-style-type: none"> <input type="checkbox"/> Could people with disabilities assist in the planning of the event? <input type="checkbox"/> Does the location and timing of the event allow for maximum participation? 	Ask someone with a disability to help with a site visit or work through this checklist with the event planners.
Site Walk Through	<p>Walk the event site and identify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proximity to public transport and path of travel to bus stops <input type="checkbox"/> Accessible facilities, such as toilets, parking bays and an accessible drop-off/pick-up point (near curb ramp) <input type="checkbox"/> Locations for accessible ramps, viewing platforms, charging stations, chill zones, assistance dog watering and toileting areas, first aid, information desk <input type="checkbox"/> Wide and clear paths of travel through the event site <input type="checkbox"/> Potential hazards (Do they need to be reported for maintenance?) 	Report any maintenance issues or hazards to Council using the Snap, Send, Solve app
Event Logistics		
Event Map	<ul style="list-style-type: none"> <input type="checkbox"/> Event map is written in easy English using a plain font (size 12+), good colour contrast and clear symbols with a key/legend <input type="checkbox"/> Shows accessible entry and exit, accessible parking and drop off zones, accessible toilets, clear paths of travel to amenities, seating, food and water <input type="checkbox"/> Shows additional features such as accessible viewing platform/s, assistance animal areas for drinking and toileting, changing places facilities, parent rooms, gender neutral toilets, chill zones, information/lost children desk, first aid <input type="checkbox"/> Includes event contact, date, time, location and list of the events for the day 	<p>Search Chill Zones for great examples online.</p> <p>Accessible Icon</p> <p>Apps for event maps - http://appmajik.com/boom/ (WOMADelaide2020 for example)</p>

Event Signage	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure signage is large, highly visible, uses strong colour contrast, is located at key locations and is at a height that can be seen by children, shorter people and people in wheelchairs. <input type="checkbox"/> Place large site maps at strategic locations to assist with wayfinding and on the event website 	SCOPE website
Staff and Volunteers	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure Staff and Volunteers are clearly identifiable at the event <input type="checkbox"/> Ensure staff do not “talk down” to people with disabilities <input type="checkbox"/> Address the person with a disability, not their support workers/family/carer <input type="checkbox"/> Familiarise staff with the accessible features at the event and provide them with a site map <input type="checkbox"/> Provide inclusive event training for staff and volunteers <input type="checkbox"/> Help staff members and volunteers to see themselves as “inclusion ambassadors” at the event by making them aware of accessibility features 	Inclusive Events Short Video (Microsoft)
Ticketing	<ul style="list-style-type: none"> <input type="checkbox"/> Consider a pricing range that offers a lower rate to concession card holders and pensioners (include in booking process) <input type="checkbox"/> Accept Companion Cards which allow a person with a disability to bring a carer/companion for free (include in booking process) <input type="checkbox"/> At point of booking, ask people if they require assistance to attend the event, ask what type of assistance they require, and make sure that assistance is available (or explain why it can’t be) on the day <input type="checkbox"/> Consider use of coloured wrist bands or dots to identify people with different sensory or privacy requirements 	Companion Card www.companioncard.org.au/
Hearing supports	<ul style="list-style-type: none"> <input type="checkbox"/> If people have indicated that they need an Auslan interpreter, it will need to be booked and paid for as part of the event set up. Allow time for booking interpreters, especially at busy times of year such as Christmas and Australia Day <input type="checkbox"/> Hearing loops may also be required for people with hearing aids, particularly for older audiences. Some facilities will already have hearing loops installed, otherwise this equipment might need to be hired 	Auslan Interpreters Auslan Stage Left , VicDeaf Auslan Connections Hearing Loops https://www.hearingloop.com.au/

First aid	<input type="checkbox"/> Ensure the first aid station is equipped to care for people with disabilities	
Stage viewing and access	<p>Accessible options include:</p> <input type="checkbox"/> Ensuring performers, MCs, award recipients, etc... with disabilities can get onto the stage <input type="checkbox"/> Elevated viewing platforms <input type="checkbox"/> A/V screens for viewing in various areas	Contact local hire companies to ask about this equipment
Accessible equipment	<p>To provide greater accessibility, the following items may be available for hire</p> <input type="checkbox"/> Marveloo – a portable Changing Places facility that can be hired from Maroondah City Council for a cost of approx. \$2,500 - \$3,500 <input type="checkbox"/> Ramps, elevated viewing platforms, accessible matting, accessible parking signage, bollards, marquees for quiet zones	<p>More information about Marveloo</p> <p>Contact local hire companies to ask about other equipment</p>
Activities/ Workshops	<input type="checkbox"/> Create simple instruction fact sheets for workshops (in large print). <input type="checkbox"/> Ask the facilitator to provide a welcome, give a description of the space, layout, equipment, tools and people participating. <input type="checkbox"/> Ensure there is space and seating for wheelchair users, people with assistance animals, prams, etc...	
Food trucks and help desks	<input type="checkbox"/> Ensure height of service desk is accessible to people in wheelchairs, or alternatives provided so that people can order and pay easily <input type="checkbox"/> Ensure there is space in seating and dining areas for wheelchairs to manoeuvre and sit	<p>Ideal counter height: 830mm – 870mm</p> <p>Ideal space between tables: 900mm</p>

Communication and Marketing		
Sensory explanations	<input type="checkbox"/> Include a sensory description and a social story on the website so people know what to expect at the event. <input type="checkbox"/> Decide if a Chill Zone is appropriate for the event and/or look at options for providing a quiet space	<p>Social Story example and Sensory Descriptions</p>

Communication boards	<input type="checkbox"/> Consider making communication boards available on the day, at the information desk, alongside key signage, at food venues and with volunteers	SCOPE website
Website content	<input type="checkbox"/> Ensure there is information on the event website about access and inclusion, and include the Accessible Icon symbol <input type="checkbox"/> Provide additional contact details (including a mobile for SMS) if someone wishes to request additional support to attend <input type="checkbox"/> Use Alternative Text on all website images <input type="checkbox"/> Include image descriptions on social media posts and add closed captioning to all video content.	Access Statement Access Symbols Accessible Icon Web Content Accessibility Guidelines
Promotion of inclusion	<input type="checkbox"/> Advertise the event is inclusive by using the Accessible Icon symbol, and promote the event through local disability organisations <input type="checkbox"/> IMPORTANT – Only promote your event as accessible if it actually is	



“Disability access makes the difference between a good time and a bad time.”

Sensory Description – explain your event by the 5 senses

I can smell (coffee and different foods, farm animals and hay)

I can hear (music on the stage, people laughing and yelling on rides, there are areas that might be loud)

I can see (lots of people, families and kids, animals and rides, at night there will be bright lights)

I can feel (grass walking around. It’s an outside event so it may get hot and cold)

I can taste (lots of different types of food and drinks)

