

Event Accessibility Checklist

How to make your event accessible



To ensure that your events can be accessed and enjoyed by all people some preparation is required. To get you started we have created an easy-to-use checklist. It is designed to provide you with an overview of the accessibility of your venue and event. While this is not a comprehensive list, it is designed to get you thinking about accessibility.

People with access needs often face barriers when attending events that can make their participation very difficult or even impossible. They may experience difficulty hearing what is said, seeing small print, climbing steps to the venue, understanding signage or using a bathroom in the building. While you may not be able to achieve all of the points below, any considerations you make will be beneficial.

VENUE

Is accessible parking available on premises and visibly signposted?	Yes/No
Comments	
Is public transport available to get to the event?	
Is a drop off area located close to the entrance?	
What can you expect to find at the entrance? Steps, ramps, an alternative entrance?	
Is an accessible toilet available on site? If not, where is the nearest located?	
Is there a grassed area nearby for toileting guide or assistance dogs?	

PLANNING

Involve people with a disability in planning your event. People with disabilities have a lived perspective on how to understand what makes an accessible and inclusive event.	
Create a site map and signage for your event which highlights the location of accessible facilities and services. This will assure attendees can find what they need for themselves.	
Ask presenters, performers and stallholders if they require any access adjustments in order to attend event. This will assure your presenters and exhibitors are able to participate fully.	
Consider captioning and providing Auslan interpreting. Enhanced communications will provide better experience for attendees with hearing impairment.	
Consider providing a hearing loop or other assistive communication technology for people with hearing impairment.	

Consider creating a quiet zone within your event for people to get some refuge from the busyness and noise of the main event.	
Ensure that emergency procedures address how people with disabilities will be assisted in the event of an emergency and that event staff/ volunteers are aware of these procedures.	
Make sure event staff and volunteers know how to interact with people with disability. Basic awareness training will make a big difference in making the event welcoming and inclusive.	

PROMOTION

Promote all accessibility features (parking, toilets, ramps, Auslan interpreting...) for the event. The more information you can make available ahead of time, the more people can participate.	
Supply contact details so that people with access requirements can find out more information, e.g. "Please contact us in advance if you need additional support to make the most of your participation in our event."	
Where possible provide promotional and event materials in plain language and accessible formats. Have materials available in large print, audio and digital, accessible to screen readers.	
Look into making your website and digital materials accessible (W3C). Most smartphones and computers are equipped with technology to interpret site content.	

ON THE DAY

Ensure all pathways are clear (at least 1m wide and clear of obstructions).	
Make sure adequate seating is provided. Seating needs vary greatly; consider chairs with a back and arm rests.	
If possible, position food so that a person in a wheelchair or a person of short stature can reach it. If needed, provide assistance to serve food and beverages.	
Display site map and signage to direct attendees to accessible facilities and services.	
The better the wayfinding is the better it is for all attendees and their respective access needs.	



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