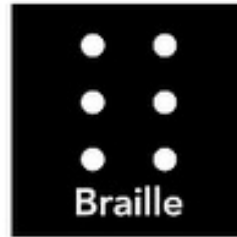
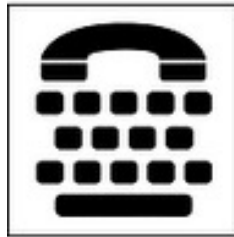


CREATING ACCESSIBLE EVENTS

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



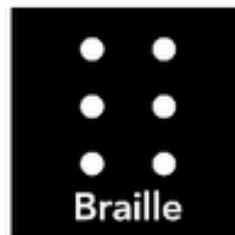
It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, consultation, functions and events.

People with disabilities can face barriers when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing stairs to a venue, understanding signage or using a rest room in the building.

To ensure the events can be assessed and enjoyed by people of all ages and abilities, it is important to consider the items on this checklist. It is recommended that the organisers visit any venues or sites chosen for a public function or meeting so that they may be satisfied with the accessibility of the venue and services provided.

Whenever possible functions should be held in fully accessible venues. It is recognised that standards for access have changed over time and many older buildings will not comply with current requirements. Event organisers, however should always select the most accessible venues for public functions.

In instances where the venue is not fully accessible some access barriers may be addressed by having informed staff available to provide assistance and through hiring equipment or facilities, such as an accessible toilet, ramp or audio loop.



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 with disabilities.

| Text | Yes | No |
|--|--------------------------|--------------------------|
| Have you used a plain 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 an absence of background graphics and patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| Content | Yes | No |
| Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down 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, and audio loop or sign language interpreter? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you included in the invitation your facsimile number 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 such as large print, audio tape, computer disk or Braille? | <input type="checkbox"/> | <input type="checkbox"/> |

CHECKLIST FOR CREATING ACCESSIBLE EVENTS

External Environment

People with disabilities require a continuous, even accessible path to 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 accessible parking bays identified by the international symbol of access?

- Raised sign

- Ground markings

If the accessible parking is undercover, is the roof a minimum of 2500mm in height to allow the use of a car top hoist?

Is the distance from the car park to the entrance less than 40m?

Continuous accessible path of travel
Yes
No

Is there a continuous accessible path of travel, including kerb ramps, to the building from the:

- Accessible parking bay/s?

- Set down area?

If there are steps to the building:

- Is there a ramp available for wheelchair users?

- Do all steps have handrails?

- Is there a contrasting strip on step edges?

If there is a ramp to the building:

Is the gradient no steeper than 1:14?
 Does the ramp lead to the main entrance?

The building **Yes** **No**

Is the entrance threshold level?

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?

Is the entrance door easy to open?

Is the clear door space 800mm (preferred) or 850mm?

Internal environment **Yes** **No**

Is the enquiry or reception counter low enough for a wheelchair user?

Does the venue have an accessible path of travel from the front entrance to all areas guests will use?

If there are internal steps:

- Do all steps have handrails?

- Is there a contrasting strip on the edges?

If there are ramps?

Are they no steeper than 1:14?

Do they have handrails?

Do all doors have a clear space 800m (preferred) or 850mm?

If there is only a side approach to the door, is there 1200mm clear space in front of the door?

Does the venue have a non slip floor surface or carpets with a firm low pile of 6mm or less?

Visibility **Yes** **No**

Are the facilities in the venue clearly signed?

Is the venue well lit?

Are there any areas of high reflection or glare?

Toilets
Yes
No

Does the venue have unisex accessible toilets?

Is the toilet situated on the same floor as the function?

Does the door have a clear space of 800mm (preferred) or 850mm?

If the door of the toilet opens inwards, is the space large enough so the person in the wheelchair can shut the door once inside?

Is there 950mm space at one side of the toilet pan?

Is there a grab rail next to the toilet at 800mm – 810mm high, preferably in an “L” shape?

Signage
Yes
No

Does the venue have clear, directional signage:

The Function

Everyone wants to be able to see the stage, hear speeches being made, understanding training or messages being delivered.

The following checklist will ensure your information is one where everyone’s communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, 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 interpreters face and hand movements?

Can the audio visual technician’s position spotlights for the interpreter, which distributes light clearly and evenly to the face and upper body?

Does the venue have an audio loop installed?

If there is an audio loop:

- what type: induction loop / infra red/FM

- has it been placed towards the front of the room with clear sight lines to

the stage and the interpreter?