



Venue Name:

Street address:

Contact details:

Web address:

A large, solid black circle is positioned on the right side of the page. Inside the circle, the text 'Accessible events checklist' is written in a white, sans-serif font, centered vertically and horizontally.

Accessible
events
checklist

01

Invitation/promotional materials

Yes

No

Action

Comment

In all promotional materials give as much access information as possible, make use of the access symbols for posters, invitations and other promotional collateral including in Councils What's On page, social media etc.

Wording

All invitations must include the following wording:

If you have any access or support requirements please let us know when you RSVP or by calling

**and provide a phone number.*

Format

The invitation, program, flier or letter (Word and PDF) minimum font size 12, font type, layout and contrast colour.

For more information:

[Guidelines for producing readable text](#)

by Vision Australia.

Distribution

The invitation/promotion documents is/are available in Word or html format. If a PDF format is designed and distributed (hard and soft copies) this must be accompanied by electronic circulation of Word or html version containing identical information (for those using screen readers).

For ticketed events specify Companion cards and similar services will be honoured.

02

Promotion and planning

Documentation to be circulated prior to, or at, meeting/event.

Documents (including agenda, issues papers, reports etc.) conform to [Guidelines for producing readable text](#).

If documents are circulated prior to, or at, the event, accessible formats should be circulated concurrently or arrangements made for access to accessible formats (accessible formats include large print, Braille and Word or text versions of documents by email).

Please note - PDF documents are not accessible for people who use screen reading technology.

Signage, presentations and written material should be checked for contrast levels.

Make written material available in plain English/Easy English alternatives.

Always use inclusive, person-first language. For more information visit stylemanual.gov.au/accessible-and-inclusive-content/inclusive-language/people-disability#use-respectful_language

Yes

No

Action

Comment

03

Venue

Yes

No

Action

Comment

At a minimum...

Wheelchair accessible – people who use wheelchairs can enter, exit and move about easily (entrances, lifts, ramps and corridor widths comply with Australian Standards).

Ensure automatic doors at entrance are available and functioning.

Accessible toilets- check these are clear and easy to find, if not use extra signage.

Functioning hearing loop.

PA system (microphone and speakers) for meetings/events in a space with poor acoustics or with 16 or more people.

Venue is close to accessible public transport and accessible parking.

04

Transport

Give information about accessible parking in promotional materials or on mapping.

Accessible public transport.

Nearest transport stops.

05	Set up – layout of room	Yes	No	Action	Comment
	<p>Sufficient circulation space exists for people who use wheelchairs.</p> <p>Seating for people who use wheelchairs is reserved at the front or middle of the room or scattered throughout where possible (not just at the back!).</p>				
06	Sensory space/ quiet zone				
	<p>Provide guests with access to a separate, quiet area to allow them to take a break, if needed.</p>				
07	Features				
	<p>The speaker’s platform or stage is accessible for people who use wheelchairs.</p>				
	<p>Reception desk is at a height that is accessible for people who use wheelchairs or are of short stature.</p>				
	<p>Make sure your venue understands the laws surrounding service animals in Australia.</p>				

08

Sign language interpreters

At large public meeting/event- create an option for Auslan to be booked up to 3 weeks in advance.

If a sign language interpreter is present, seats are reserved at the front for people who are deaf or have a hearing impairment, so they have direct line of sight and are close to the interpreter.

Introduce the sign language interpreter at commencement.

Meetings/Consultations - Sign language interpreters will be booked if and when any attendees/participants indicate requirement when RSVP is received.

Yes

No

Action

Comment

09

Videos

Any video's screened must be captioned, also there should be an audio description file offered.

Presenters must be reminded that if the visual aids contain any text that is not accompanied by voice over, it must be read by the presenter.

10

PowerPoint presentations

Any images/photos shown/ included in presentations will be described by all presenters.

Any text that is specially referred to on the screen should be read

Yes

No

Action

Comment

11

Groups activities

(meetings, consultations, seminars and workshops)

If group activities (including ice-breakers etc) are planned, the needs of people with disability have been considered and addressed so full participation of all participants is ensured.

12

Mingling areas, food and drink areas

Ensure table height is accessible to wheelchair users and people of short stature. This includes refreshment tables and buffets.

For standing events, provide some chairs for people who may experience fatigue

Venue should be clear of obstacles, and trip hazards such as cables should be removed or taped down.