

Accessible Events Checklist

Accessible Events Checklist	Yes	No	N/A
Before the event			
Have you budgeted for potential access requirements? (E.g. portable ramp, sign language interpreters, Braille printing.)			
Have your staff and/or volunteers attended disability access and inclusion awareness training, including an understanding of assistance animals?			
Venue Accessibility			
Is the venue suitable for your audience, considering access, lighting, sound, parking, and travel?			
Have you confirmed accessible public transport options to the venue?			
Does the venue provide accessible car parking? If not, have you allocated a space for temporary accessible parking bays or a drop-off/pick up zone with clear signage?			
Is there a continuous path of travel from the parking area to the venue, without obstacles like kerbs, steps or revolving doors? Are paths at least 1 metre wide? For outdoor events, have temporary flooring products been hired for grassy/muddy areas?			
Is there ramp access into the building? If not, has a portable ramp been arranged?			
If there are steps, do they have handrails?			
Is there a contrasting strip on step edges?			
Is there adequate circulation space for mobility devices or needing assistance of another person?			
Is there an adequate amount of accessible toilets?			
Is there clear signage for assistance, toilets, lifts, help desk, etc.?			
Is there adequate lighting to ensure safety and comfort of people with low vision?			
Have you removed or secured potential trip hazards?			
Is the floor surface non-slip and flat? Do carpets have a firm low pile?			
Is seating available throughout the venue, including options with armrests? Is there seating in shaded areas, for outdoor events?			
Have you allocated space for wheelchair or scooter users amongst seating and tables?			
Is there clear directional signage that includes both words and recognisable images?			
Have you provided a quiet/sensory space?			
If there is a stage, is it accessible for people with limited mobility?			
Are there appropriate facilities for assistance animals, such as water access and designated relief areas?			
Is there a seating area at the front of any performance/presentation space for people who have low vision or people with hearing impairments who may lip read?			

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Presentation content and written materials			
Is your flyer and other promotional material easy to read (e.g. font size 12 or larger, good contrast, not using italics, underlining or all capitals) with relevant universal access symbols included?			
Is your flyer or written material printed on matte paper, with good contrast between the text and background?			
Does your promotional material include access information and contact details for accessibility enquiries?			
Have you asked registrants about their access requirements without requesting personal or medical information?			
Have you provided a site map with accessible features, such as toilets, venue entry points and accessible toilets, highlighted?			
Have you communicated public transport options to attendees?			
Have you communicated whether Companion Cards and/or concession cards are accepted at the event?			
Have you developed a visual story resource to help attendees understand what to expect at the event?			
Are presentations and materials accessible (e.g. simple language, large font)? Have you considered Easy English versions?			
Have you made presentation materials available in advance in accessible formats?			
Have you ensured that video content is captioned and that the audio is clear?			
Have you provided audio/sound system for presenters? Is there a hearing loop available for use?			
Has the accessibility of the presentation/event activity schedule been assessed to ensure cognitive fatigue is minimised and people are able to take appropriate breaks?			
Staff and Volunteers			
Are staff easy to identify (through uniforms, name tags, positioning)?			
Are staff aware of accessible features at the venue and able to direct attendees?			
Are extra staff available to assist if people require assistance? E.g. with refreshments, being escorted in/out of building etc.			
Are staff and attendees provided with name tags that are clear and easy to read?			
Evaluation and Feedback			
Have you planned to gather feedback using multiple methods (e.g., online, printed surveys, direct communication)?			
Have you included specific questions about accessibility and inclusion?			
Have you arranged a debrief with staff to discuss feedback and areas for improvement?			