

## **Creating accessible events checklist**

This document contains checklists. If you require the checklists in an alternative format please contact the Access and Inclusion Branch on 9426 9200.

This checklist relates the following Disability Access and Inclusion Plan Outcomes:

Outcome 1 – People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Outcome 6 – People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

# **Contents**

**Aim**

**Examples**

**Reasons for checklist**

**Using this checklist**

**Creating accessible events checklist**

**Issues and actions**

# Creating accessible events checklist

## Aims

- For people with disability to have the same opportunities as other community members to access and participate in public meetings, consultations, functions and events.

## Examples

- ceremonies
- consultation sessions
- musical concert
- fair/festival/fete/carnival
- promotional events
- launches
- focus groups
- educational sessions
- open days
- community BBQ/sausage sizzle
- formal dinner/lunch
- public meetings

## Reasons for the checklist

People with disability 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 steps to the venue, understanding signage or using a rest room in the building.

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

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. Information about where to hire equipment is available through the Independent Living Centre by phoning 1300 885 886. Additional contacts and resources to assist you with organising an event that is accessible to people with disabilities can be found at [www.dsc.wa.gov.au](http://www.dsc.wa.gov.au) .

# Creating accessible events checklist

## Using this checklist

As access requirements for people with disability will vary depending on the people attending and the type of event, you may find parts of this publication more relevant than others. To use these checklists, just tick “Yes” or “No” to the questions asked. You may also want to make brief comments.

This checklist is designed to be a quick, overview of the accessibility of a venue and function. It is not designed to assess every aspect of access in detail. It will indicate whether people with disability can easily attend your function and participate.

# Creating accessible events checklist

## 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 disability.

<b>Text</b>	<b>Yes</b>	<b>No</b>
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"/>
<b>Content</b>		
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, an audio loop or sign language interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included in the invitation your facsimile number and email address (if you have them) 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 recording computer disk or Braille?	<input type="checkbox"/>	<input type="checkbox"/>

## External environment

People with disability require a continuous, even, accessible path of 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: \_\_\_\_\_

# Creating accessible events checklist

<b>Accessible parking bays</b>	<b>Yes</b>	<b>No</b>
Does the venue have an accessible parking bay?	<input type="checkbox"/>	<input type="checkbox"/>
 <p>Is the accessible parking bay/s identified by the international symbol of access?</p> <ul style="list-style-type: none"> <li><input type="radio"/> raised sign</li> <li><input type="radio"/> ground markings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If the accessible parking is undercover is the roof a minimum of 2500mm in height to allow the use of a car top hoist?	<input type="checkbox"/>	<input type="checkbox"/>
Is the distance from the car park to entrance less than 40m?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Continuous accessible path of travel</b>		
<p>Is there a continuous accessible path of travel, including kerb ramps, to the building from the:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> accessible parking bay/s?</li> <li><input type="checkbox"/> set-down area?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there are steps to the building:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is there a ramp available for wheelchair users?</li> <li><input type="checkbox"/> Do all steps have handrails?</li> <li><input type="checkbox"/> Is there a contrasting strip on step edges?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a ramp to the building:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the gradient no steeper than 1:14?</li> <li><input type="checkbox"/> Does the ramp lead to the main entrance?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The building</b>		
<b>Entrance</b>		
Is the entrance threshold level?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a step/s at the entrance of the doorway:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is there a ramp of not more than 450mm in length and with a gradient of 1:8?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Is the entrance door easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
Is the clear door space 850mm?	<input type="checkbox"/>	<input type="checkbox"/>

# Creating accessible events checklist

<b>Internal environment</b>	<b>Yes</b>	<b>No</b>
Is the enquiry or reception counter low enough for a wheelchair user?	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	<input type="checkbox"/>	<input type="checkbox"/>
If there are internal steps: <ul style="list-style-type: none"> <li>• Do all steps have handrails?</li> <li>• Is there a contrasting strip on step edges?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
If there are ramps: <ul style="list-style-type: none"> <li>• Are they no steeper than 1:14?</li> <li>• Do they have handrails?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Do all doors have a clear space 850mm?	<input type="checkbox"/>	<input type="checkbox"/>
If there is only a side approach to the door, is there 1200mm clear space in front of the door?	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have a non-slip floor surface or carpets with a firm low pile of 6mm or less?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visibility</b>		
Are facilities in the venue clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the venue well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any areas of high reflection or glare?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Toilets</b>		
Does the venue have an accessible toilet?	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet situated on the same floor as the function?	<input type="checkbox"/>	<input type="checkbox"/>
Does the door have a clear space of 850mm?	<input type="checkbox"/>	<input type="checkbox"/>
If the door opens inwards is the circulation space large enough so that the person in a wheelchair can shut the door once inside?	<input type="checkbox"/>	<input type="checkbox"/>
Is there 1250mm space at one side of the toilet pan?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a grab rail next to the toilet at 800–810mm high, preferably in an “L” shape?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage</b>		
Does the venue have clear, directional signage to: <ul style="list-style-type: none"> <li>• the function room?</li> <li>• the toilets?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

# Creating accessible events checklist

## The function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function 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.

<b>Communication</b>	<b>Yes</b>	<b>No</b>
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 interpreter's face and hand movements?	<input type="checkbox"/>	<input type="checkbox"/>
Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have an audio loop installed?	<input type="checkbox"/>	<input type="checkbox"/>
If there is an audio loop: <ul style="list-style-type: none"><li>• What type: induction loop/infra-red/FM?</li><li>• Has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Sit down function</b>		
Are there sufficient walkways (1000mm or wider) in the function room?	<input type="checkbox"/>	<input type="checkbox"/>
Is there 900mm space between tables?	<input type="checkbox"/>	<input type="checkbox"/>
Do tables provide 710–840mm leg clearance beneath the unit and a table height of 730–870mm?	<input type="checkbox"/>	<input type="checkbox"/>

