

EVENT ACCESSIBILITY CHECKLIST

The following suggestions can assist you in planning your event to be accessible to people of all abilities.

Preparation is required to ensure your event can be accessed and enjoyed by all people. To get you started we have created an easy-to-use checklist to provide a guide to some accessibility issues.

VENUE

- Is there public transport available close to the event?
- Are accessible car parks available?
- Is there a safe drop-off zone close to the entrance?
- Are there physical barriers, such as steps, in public areas?
- Is there clear signage for assistance, toilets, lifts, help and information?
- Are there accessible toilet facilities, and are they clearly signposted?
- Is there a grassed area for toileting guide and assistance dogs?
- Can someone of short stature, or in a wheelchair, enjoy the event (see the performers, reach food and drinks)?

PLANNING

- Have you consulted or involved people with a disability in the planning of your event/s?
- Is communication in accessible visual formats (large print, braille)
- Is a hearing loop or hearing assistive technologies a consideration? Do you have/need an Auslan interpreter
- Is there a quiet zone for adults and children with special needs to escape from noise and crowds?
- Do you have extra event staff/volunteers to assist?
- Will presenters, performers and/or stallholders require any access adjustments?
- Do you have emergency management procedures to address people with illness or disability? Are all event staff/volunteers aware of these?
- Do staff and volunteers know how to engage with people with disabilities and make the experience inclusive and welcoming?

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PROMOTION

- Is your promotional material easy to read? (Font size minimum 12, contrast of text to background.) Consider using accessible formats: large print, audio and digital to assist those with low vision.
- Have you given contact details for accessibility enquiries? (Encourage people needing special support to contact you in advance.)
- Is your website and other digital Information accessible (W3C)? Most smartphones and computers are equipped with technology to interpret site content.
- Have you provided access information or used the access symbol on the invitation?

ON THE DAY

- Are there appropriate signs, and/or a site map to assist everyone in locating facilities?
- Are all pathways clear, safe and at least 1 m wide? (Consider any obstructions, water, mud, ice, etc.)
- Does the venue have adequate seating and space for wheelchairs, prams, mobility scooters?
- Are ramps available where necessary, and handrails provided to all steps and ramps?
- Can all ages and abilities reach food and drink easily?
- Can people give constructive feedback to assist the next event planning?
- Are staff and volunteers available to assist and are they easily identifiable?

WHY MAKE YOUR EVENT INCLUSIVE?

By considering all people in the community, regardless of age, abilities, gender or cultural background, and making your event accessible, you will increase the opportunity for more people to attend your event. People like to feel included and part of a larger community, and will encourage friends and family to participate.

The *Disability Discrimination Act 1992 (DDA)* is the federal, overarching disability discrimination legislation, providing uniform protection for everyone in Australia.

Under the *Disability Inclusion Act 2014 No 41 [NSW]* it is unlawful to discriminate against any person with a disability, and everyone needs to ensure there are no barriers to accessibility and inclusion.

Support and advice is available from Queanbeyan-Palerang Regional Council, Community Development Team on 02 6285 6198