

## Accessible Event Checklist

### Guest list and Invitations

- Have invited guests been asked if they have any accessibility requirements when registering so that these adjustments can be put in place for event?
- Does the invitation provide information about accessing the venue including accessible parking, public transport and venue drop off points?
- Has the accessibility features of the venue been stated?
- Have you noted if written promotional material is available on request in alternative formats?

### Invitation design

- Have you used a plain font (such as Arial, Helvetica or Univers) of 12 point font size within your invitations and promotional material?
- Have physical invitations to be printed on matt paper and in contrasting colours?
- Is the layout of text uncluttered with an absence of background graphics and patterns?

### Invitation RSVP

- Have you ensured guests can register for the events in a range of ways including online, via phone and/or email?

### Venue

- Is the venue easily accessible by public transport?
- Does the venue have accessible parking bays?
- Does the venue have an accessible path of travel from the front entrance to all areas guests will use?
- Is the distance from the car park to entrance less than 40m?
- Is the entrance threshold level?
- Are automatic doors at entrance available and functioning?

### Internal environment

- If there are internal steps:
  - Do all steps have handrails?
  - Is there a contrasting strip on step edges?
- If there is a ramp, does it meet with the below requirement:
  - The National Construction Code requires a wheelchair ramp to have a **maximum** incline of 1 in 8. This means that for every 8 metres travelled horizontally, the ramp rises 1 metre. The wheelchair ramp must also have a minimum width of 1 metre.
- Does the venue have a non-slip floor surface or carpets with a firm low pile of 6 mm or less?

### Toilets

- Does the venue have an all gender accessible toilet?

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- Is the toilet situated on the same floor as the function and easily accessible?
- Does the door have a clear space of 850 mm?
- If the door of the toilet door opens inwards is the space large enough for the person in a wheelchair to shut the door once inside?
- Is there a grab rail next to the toilet at 900 mm – 1100 mm high?

### Visibility and Signage

- Are wayfinding materials simple and easy to read (clear directions, appropriate signage)?
- Is the venue well lit?
- Are areas of high reflection or glare able to be reduced?
- Does the venue have clear, directional signage to the function rooms and the toilets?

### AV equipment

- Are the acoustics of the venue adequate, and that noise from external sources (traffic, crowds, other events, etc.) do not interfere?
- Provide adjustable height microphones, or lapel microphones if required.
- 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?
- Provide live captioning (available through [Ai-Media](#) and other providers). This involves having an adequate internet connection available for attendees to connect to through their personal devices, as well as a phone line to connect the cautioner's.
- Is there a well-lit position where the interpreter will stand, so the audience hearing can see both the person speaking and the interpreter's face and hand movements?

The [Working with Auslan Interpreters](#) document produced by the Deaf Society offers practical tips for working effectively with Auslan Interpreter's.

### Presentations

- Videos should be audio described where appropriate. If they cannot be audio described, the presenter should supply any visual information that a person with low vision may not be able to access.
- Presenters should describe any visual information in their presentations.
- All videos must be captioned.

### Room Arrangement

- Is there sufficient space between tables for wheelchair access?
- For sitting events is there a minimum 685 mm space under the table to allow a wheelchair to slide comfortably underneath?
- For standing events is there chairs for people who may experience fatigue?

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- Is the height of the tables accessible to wheelchair users and people of shorter stature (including refreshment tables and buffets)?
- Is the venue clear of obstacles and trip hazards?
- Do guests have access to a separate, quiet area to allow them to take a break, if required?

### Catering

- Provide a variety of meal options and include items that are easy to eat. Include foods that do not require utensils or intricacy.
- Ensure catering staff are available to assist attendees with serving items where required.
- Ensure special meals (e.g. vegetarian, gluten free, etc.) are clearly labelled and easily accessible.