

Accessible Events Checklist

To encourage inclusive and accessible events. Consider and implement what is practicable.

Event Details

Event Name:		Event Date:	
Venue:		Organisation:	
Email:		Contact No:	

Invitations and promotional material

Complete this section when promotional material is being widely advertised	
Consider using plain font (Arial, Helvetica) on promotional material	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider using text ≥ 12 point type size	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider printing promotional material on matt paper / contrasting colours	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider uncluttered text without background graphics and patterns	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider encouraging patrons to advise if they have access requirements	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider making promotional material available in other formats <i>*large print, audio tape, braille, other languages</i>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider if promotional material includes information about accessible facilities at the venue <i>*wheelchair accessible, location of parking / set down area</i>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider providing a contact number or email so patrons have other ways of booking / RSVP-ing	<input type="checkbox"/> Noted <input type="checkbox"/> N/A

Communication

Complete this section in considering community communication needs	
Using an Auslan Interpreter: <ul style="list-style-type: none"> Consider visibility, so people who are deaf or hard of hearing can see both the speaker and the interpreter's face / hand movements Consider lighting / spotlights to distribute light clearly the interpreters face and upper body 	<input type="checkbox"/> Noted <input type="checkbox"/> N/A <input type="checkbox"/> Noted <input type="checkbox"/> N/A
Using hearing loops: (feeding audio into hearing aids) <ul style="list-style-type: none"> Consider placement by the front area with clear sight to the stage 	<input type="checkbox"/> Noted <input type="checkbox"/> N/A


Other Considerations

<ul style="list-style-type: none"> Consider a quiet zone within your event (busyness/noise refuge) Position food to allow access for a person in a wheelchair or a person of short stature Involve people with a disability in planning your event 	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
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Seated functions:

Complete this section for sit down functions		
Consider if the walkways are wide enough ($\geq 1\text{m}$)	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if there is enough ($\geq 90\text{cm}$) space between tables	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if there is 71cm – 84cm under the table to allow a wheelchair to slide comfortably underneath?	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A

The building:

Complete the section below for private venues, <u>not required</u> for City venues or outdoor events		
The entrance should be threshold level (level or, if raised $< 15\text{mm}$)	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
For entrance step(s), provide a ramp in nearby ($\approx 1:8$ gradient)	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
The entrance door should be easy to open	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
All doors should have a clear space of $\geq 80\text{cm}$ ($\geq 85\text{cm}$ preferred) <i>* If side approach to the door, $\geq 1.2\text{m}$ clear space is needed</i>	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if inquiry desk / booth is low enough for a wheelchair user	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider accessible path of travel from: parking \rightarrow entrance \rightarrow event	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
For internal steps handrails / contrasting strips on step edges are required	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Ramps should be no steeper than 1:8 and have handrails	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider non-slip floor surface or carpets	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Facilities in the venue should be clearly signed	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the venue is well lit	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the venue has marked accessible parking bay(s)? 	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the distance from the car park to entrance less than 40m	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if public transport is available for travel to the event	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A

Event Organiser

Contact Name:		Position:	
Signature:		Date:	

Submit your checklist with your event application to info@armadale.wa.gov.au.