

ACCESSIBLE EVENTS CHECKLISTS

When planning activities, ensure the following checklist items are considered.

Yes	Checklist Item
Signage	
<input type="checkbox"/>	Is it clear and located for someone in a seated position?
<input type="checkbox"/>	Are the letters in non-serif font, and written in upper and lower case? (don't make it all capitals)
Site Maps	
<input type="checkbox"/>	Have you indicated where the roads are closed?
<input type="checkbox"/>	Have you indicated drop off points for people with a disability or frail older adults?
<input type="checkbox"/>	Have you indicated the location of accessible public toilets?
<input type="checkbox"/>	Have you indicated the location of the accessible parking bays and other parking?
<input type="checkbox"/>	Have you indicated the occasional seating or shaded areas?
Invitations and Promotional Materials	
<input type="checkbox"/>	Are universal symbols of access used?
<input type="checkbox"/>	Have you mentioned that the venue is 'accessible'?
<input type="checkbox"/>	Have you asked if guests have any support needs?
<input type="checkbox"/>	Have you provided alternate contact details for RSVP? (in case someone who is deaf wishes to respond)
<input type="checkbox"/>	Have you advertised the costs and various pricing e.g. for seniors, concession holders, etc?
<input type="checkbox"/>	Have you advertised that Companion Cards can be used?
Outdoor Venue	
<input type="checkbox"/>	Is there a drop off area for people with a disability and frail older people close to the entry?
<input type="checkbox"/>	Are there clearly marked accessible parking bays available?
<input type="checkbox"/>	Does the approach to the venue have a firm level surface? (no loose gravel)
<input type="checkbox"/>	Is the signage outside and inside the venue large, clear and easy to read?
<input type="checkbox"/>	Is there a site map for disability access directions?
<input type="checkbox"/>	Have you organised an accessible portable toilet?
<input type="checkbox"/>	If there are stalls, are they at a wheelchair friendly height?
<input type="checkbox"/>	If a ramp is required, does it have handrails?