Shire of Harvey

**Disability Access and Inclusion
Accessible Events Checklist**

This checklist has been developed to provide ideas and increase awareness to make your event as accessible as possible.

Good accessibility provides the opportunity for all individuals to participate fully in community life. This not only benefits people with disabilities, but is also of direct benefit to you!

Benefits of Accessible Events

- Increase the number of attendees
- Include all members of the community
- Create a positive image for your organisation

We understand that every event is different but this checklist is intended as a guide only. There is no obligation to return the form but you are encouraged to use it to enhance the accessibility of your event.

You will find a guide with recommendations, resources and ideas on the last two pages.

If you have any questions relating to this checklist, you can contact the Shire of Harvey's Community and Economic Development Department:

Phone: 9729 0300
Email: shire@harvey.wa.gov.au.

Also included is a guide of specific recommendations for including people with disabilities.

Accessible Events Checklist

Invitations and Promotion

	Yes	No
Have you used a plain font such as Univers, Helvetica or Arial?	☐	☐
Is the text a minimum of 11 point type size?	☐	☐
Is the material easy to read with strong contrasting colours? i.e. dark text on light background.	☐	☐
Does your invitation state whether the venue is accessible for people who use wheelchairs?	☐	☐
Have you included other forms of communication to RSVP such as fax and email?	☐	☐
Does your invitation include details of facilities, such as accessible parking bays?	☐	☐
Have you invited people to identify if they require any assistance?	☐	☐
Have you considered the use of other advertising methods such as the radio for people who are unable to read, or have vision impairment?	☐	☐

Outside

	Yes	No
Does the venue have an accessible parking bay? (If so, is it easy to identify?)	☐	☐
Are there clear, continuous pathways to allow access?	☐	☐
Is there clear signage to guide people to the event?	☐	☐
Is there adequate lighting?	☐	☐
Is there public transport close by?	☐	☐

Inside

	Yes	No
Is the building easy to enter?	☐	☐
E.g. level flooring, ramp, rails, wide doorway.		
Is the front desk low enough for a wheelchair user?	☐	☐
Is there enough space for a wheelchair to manoeuvre comfortably?	☐	☐
Do any steps have handrails?	☐	☐
Is there a unisex accessible toilet?	☐	☐
(If so, is there clear signage to direct people and is it closely located to the main event?)		
Are any tables and food service easy for a wheelchair user to access?	☐	☐
Is the flooring non-slip?	☐	☐
Is there space at the front of the venue for wheelchair users or people who have a vision or hearing impairment?	☐	☐

Communication

	Yes	No
Are presenters easy to hear and / or have use of a microphone?	☐	☐
Are presenters easy for everyone to see?	☐	☐
Do staff / volunteers have a good level of disability awareness?	☐	☐
Do you have, or have you checked if there is a hearing (audio induction) loop? (See page 7 for details on audio loops).	☐	☐
Are presentations such as PowerPoint formatted clearly, without large amounts of text?	☐	☐

Recommendations

Invitations and Promotion

Font style
Standards Australia and the Association for the Blind WA recommend simple and uncluttered text such as Univers, Arial or Helvetica.

Font size
11 point font size is the minimum recommended size. Ideally, font should be 12 point.

RSVPs
Consider including alternative RSVP methods such as email and fax. Always ask if the person has any additional requirements.

Promotional Material
The text should be of a high contrast to the background as this is easier for people with vision impairment. Black text with a light yellow background is the clearest option. Avoid using reflective material e.g. a high gloss finish.

Use of Media
Try to use as much variation as possible such as the internet, newspapers, radio, posters and flyers to reach as many people as possible.

Alternative Formats
Be prepared to provide information in alternative formats upon request. This may include tape, Braille, electronic file, large print etc. There are organisations such as the Association for the Blind that can help you with this.

It is also helpful to include a notion on your promotional material stating 'This is available in other formats upon request'.

Other Content
Include details of facilities (such as parking) and accessibility of the venue in your promotional material and invitations. This will help to make people feel more confident in attending.

Outside

Signage
There should be clear signage directing people to the event and relevant facilities.

Lighting
If held at night, there should be adequate lighting both at the event and within parking areas.

Pathways
Pathways should be clear and continuous and wide enough for a wheelchair.

Inside

Ramps
A gradient of 1:14 is considered suitable for a wheelchair.

Doorways
Doorways should be 800mm wide to allow wheelchair access.

Toilets
Accessible toilets should be unisex as this allows a carer of the opposite sex to enter. There are specific dimensions relating to the layout of accessible toilets. They should also be located in close proximity to the main event.

Flooring
Specific recommendations are that indoor flooring should have a non-slip floor surface or carpets with a firm low pile of 6mm or less.

Seating / Tables (applies outside and inside)
There should be enough seating available to allow people to rest. During a sit down function, there should be adequate room between tables and enough room under the table for wheelchairs.
_____

Communication

Audio Induction Loop / Hearing Loop
An audio induction loop is a piece of equipment that allows sound to be transmitted directly into a hearing aid. They can be permanently fixed in a building or transportable. Audio induction loops are available to purchase or hire.

Signs
Clear signage should be used both within the event and around the surrounding area.

Presentations
Presenters should be visible to all people and use equipment such as microphones.

Presenters should avoid using jargon or acronyms and keep it simple with 'Plain English'.

Any presentation material such as Power Points should be formatted appropriately with a font of at least 24 point (also see invitations and promotion).

Consideration should be given to the use of captions (sub-titles) on any videos.

Consideration should be given to the use of an interpreter (sign-language) where necessary.

For more information and advice on these recommendations, contact the Disability Services Commission WA:

Web: www.disability.wa.gov.au   Phone: (08) 9426 9200   Email: dsc@dsc.wa.gov.au