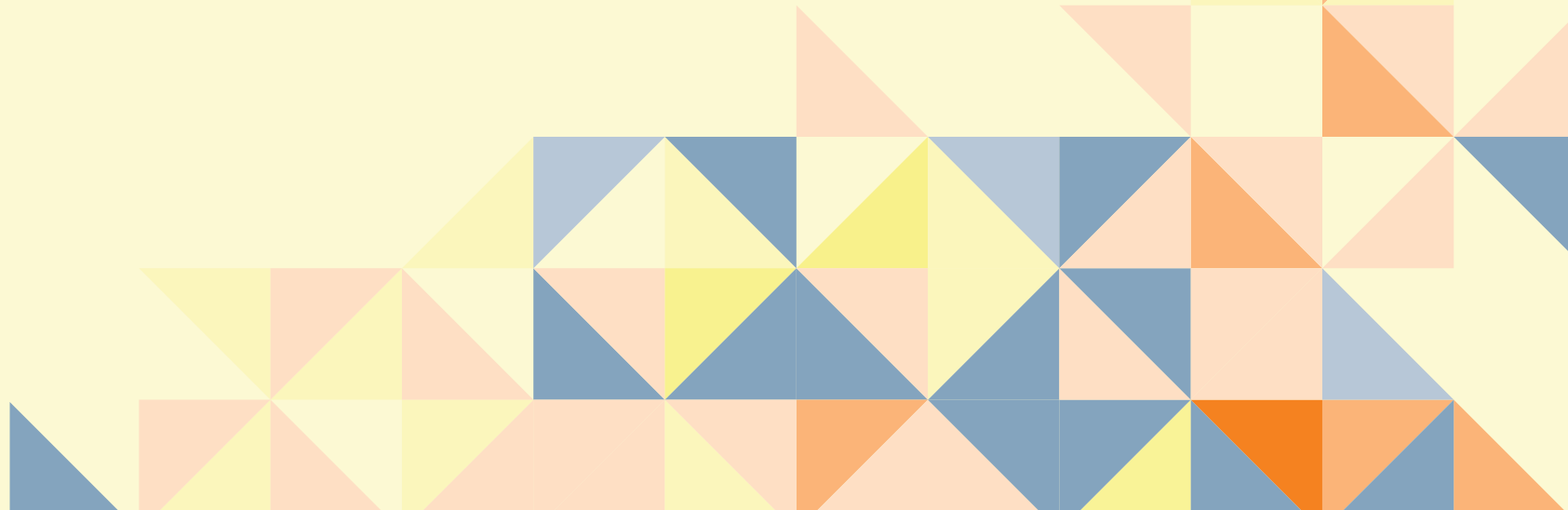
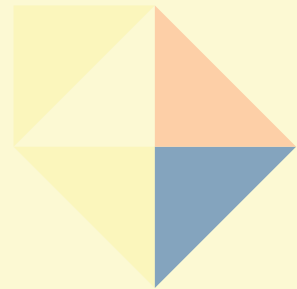


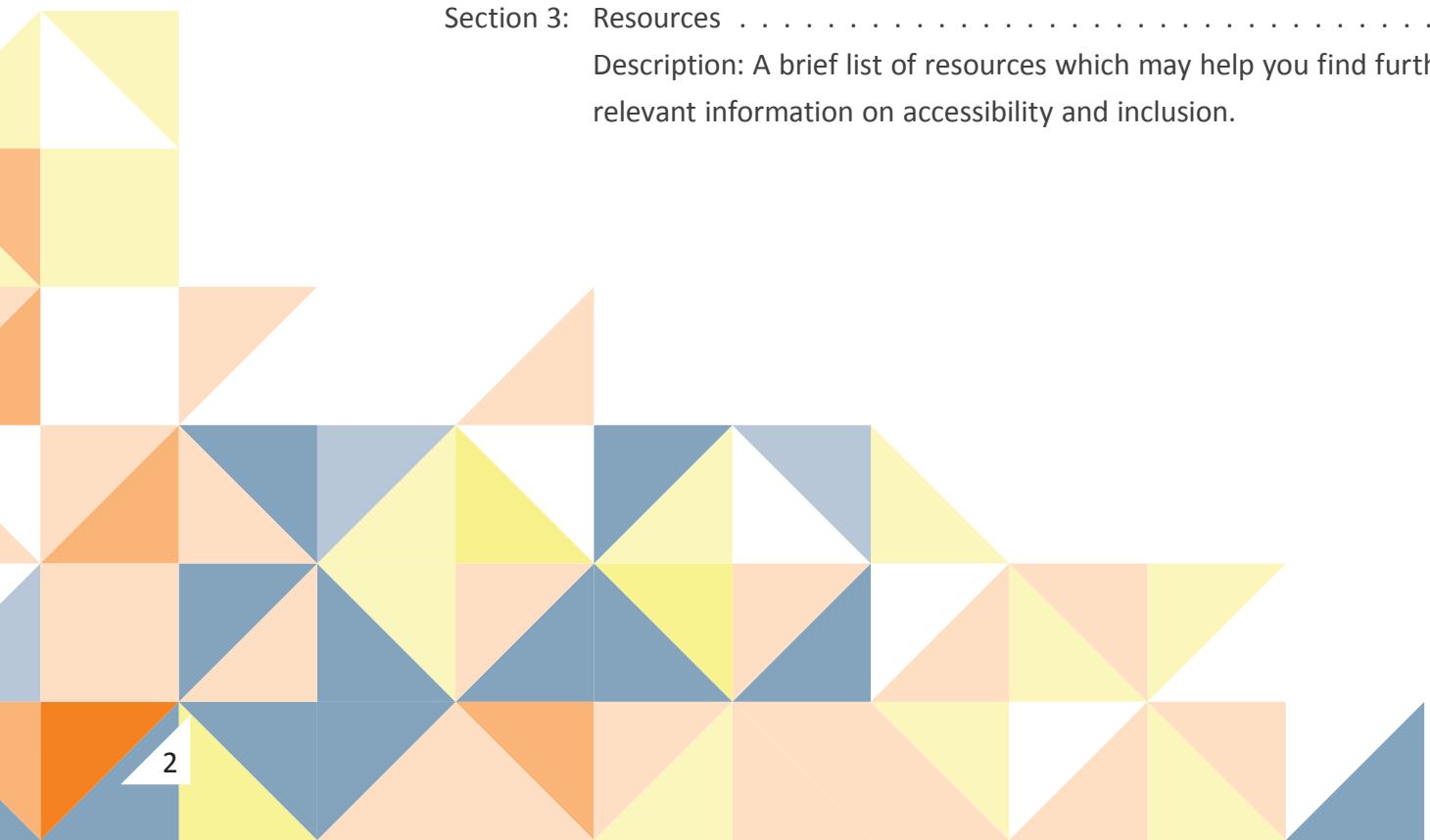
Accessible and Socially Inclusive Events Checklist

This checklist is designed to assist with planning, delivering, and evaluating events and functions that are accessible to, and socially inclusive of, people of all ages, backgrounds, and abilities.



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Section 1: Planning is key

Inclusion is the art of ensuring that all people feel welcomed and celebrated for exactly who they are. This means that all differences are viewed as unique gifts that an individual can offer to a group or community.

When planning and delivering any event, it is beneficial to think through strategies to make your event as accessible and inclusive as possible from the start. It is easier to get things right, or closer to right, from the beginning than it is to adjust later in the planning process. For example, if you don't secure an appropriate venue, you may need to later change features of your venue to be accessible. This may include installing ramps, temporary flooring, or purchasing or hiring more signage. This process can be timely and costly.

Furthermore, hosting your event at an inaccessible venue not only excludes different community members but can create a reputational risk for your organisation or group.



Here are some general tips which can help you to plan well from the outset:

- Leave adequate time to plan your event.
The bigger the event the more time needed.
- Consider who is likely to attend your event and what their access requirements are.
- Consider the physical and emotional safety of attendees, staff, vendors and volunteers when planning.
- Complete and refer to a suitable access and inclusion checklist or guide throughout the planning and delivery of your event.
- Book your venue, vendors and Auslan interpreters early.
- Before booking a venue ensure you:
 - Review any publicly available information on the internet, (i.e. including the website for the venue and, if possible, reviews).
 - Consider the public perceptions of the venue and surrounding area – do the community consider this a safe space?
 - Consider local Aboriginal history and cultural heritage related to the area and venue.
 - Write a list of questions for the venue owner/manager and communicate with them before booking the space.
 - Complete a site visit.
- When creating your run sheet for the day, remember to build in adequate breaks. Breaks can support people with different sensory, attention and physical needs to remain more comfortable throughout your event.
- Consider, and plan for, the time it may take some attendees to move between rooms, displays, presentations or areas of your event, especially for those with reduced mobility or for people who use mobility devices.
- Consider, and plan for, the social environment your event will create and how the space may or may not feel welcoming to people from different socio-economic, cultural, or religious backgrounds. Think carefully about the significance of the date/time you wish to hold your event.
- Consider, and plan for, how neurodivergent people or people with different cognitive abilities may experience the event.
- Where possible, involve community members. Having a steering committee or working group with diverse representation can help you facilitate a more inclusive event. Local organisations, groups and individuals can all bring unique knowledge and skills that can assist.
- Utilise other publicly available resources and tools to help guide your planning process. See Section 3 – Additional Resources.

Section 2. Checklist

Disclaimers:

- **Not every event will check 'yes' to every item and that is OK.** It is expected however, that due consideration should be given to the different checklist items as these are building blocks towards accessibility and inclusivity. You will need to use your own knowledge and discretion to determine what checklist items will be most critical for the specific event you are delivering.
- Not every aspect of accessibility and inclusion can be addressed in a checklist – we suggest that you contact an Inclusion or Access consultant if additional support for your event is required.
- For the most up-to-date access-specific information, we recommend referring as required to the relevant Australian Standards.



General

	Yes	No	N/A	Comments
Does the event fall on any culturally or religiously significant days? <i>Note: do you need to consider if it would be better hosted on an alternative date?</i>				
If you expect the event may be attended by people from regional or remote areas, have you considered providing recommendations on local accessible accommodation and amenities?				
Are there enough activities at your event where all people can participate and be included?				
Will your event foster social connection between different demographics of people? <i>Note: social inclusion is also about ensuring that people from different backgrounds are able to connect and engage with each other.</i>				

Transport and Parking

	Yes	No	N/A	Comments
<p>Are there enough ACROD or designated parking bays for people with disability, older adults and people with young children and prams?</p> <p>Note: depending on your venue and location, you can potentially designate more accessible bays for your event – you will however need to consider the dimensions and other specifications of these bays. Refer to ACROD for more details ACROD Parking Program.)</p>				
<p>Are accessible parking spaces clearly identified by the International Symbol of Access and easy to find?</p> <p>Note: clear ground markings as well as raised signs should be used.</p>				
<p>Are the rooves of any underground carpark at least 2500 mm high to allow the use of a car-top hoist?</p>				
<p>Is there a drop-off zone near the main entrance which caters for all size vehicles as well as vehicles using a ramp?</p>				
<p>Is the carpark, the area surrounding the venue and the venue itself accessible for people who use either a wheelchair, scooter, cane or other mobility device?</p>				
<p>Is the distance from the carpark to the main entrance less than 40 metres?</p>				
<p>Are there accessible public transport options located near the venue to support people to get to and from the event?</p> <p>Note: ensure transport runs on the day of the event and accommodates event start and end times.</p>				
<p>Is there is a continuous, even, and accessible path of travel from the parking area to the event venue?</p> <p>Note: a continuous accessible path of travel is defined as an uninterrupted path free from hazards.</p>				

	Yes	No	N/A	Comments
Have you considered organising accessible shuttle buses to and from the event or accessible taxis?				
If there is a ramp/s in the carpark of 1900 mm or more leading to the venue, is the ramp gradient no steeper than 1:14 and no less than 1:10?				

The Venue and Technology

	Yes	No	N/A	Comments
Is there a continuous accessible path of travel within the venue to all attractions and features?				
Are doorways at least 850 mm when fully open?				
If the event is being held across multiple levels of a building, are all levels accessible either via ramps or an accessible lift? <i>Note: the lift should be signposted and adhere to relevant Australian Standards for sizing/build.</i>				
Do all travel paths have enough circulation space for people using mobility devices? <i>Note: adequate circulation space is defined as space that is no less than 1500 mm wide and 1500 mm long.</i>				
Are the size of the rooms, width of the hallways and available spaces, adequate? <i>Note: could someone who uses a wheelchair, mobility device, or a pram, move easily throughout the space and access all areas?</i>				
Does the venue have ramps where needed to support access? <i>Note: ramps must have an incline gradient no steeper than 1:14. The venue owner/manager should know the ramp gradient value.</i>				

	Yes	No	N/A	Comments
If a reception desk is being utilised, is it at an appropriate height for someone using a wheelchair to engage well or a person of short stature to see and be seen by the person behind it?				
If a stage is being utilised, is it accessible for all speakers/presenters or anyone who will be accessing it during your event?				
Do all steps/stairs have handrails?				
Do all steps/stairs have a contrasting strip on their edges?				
Have you considered the significance or meaning of the land the venue is on?				
Have you considered the significance of the venue itself and what it represents within the community?				
Does the venue have accessible toilets which are easy to identify and locate?				
Does the venue have enough toilets to cater for attendees? Note: refer to City of Canning Event Planning Guide.				
Are there gender-neutral or unisex toilets?				
Is there a change place either within or separate to the toilets?				
Is there a hearing loop installed? Note: assistive listening systems such as hearing loops can support people who use hearing devices to hear the audio elements of an event.				
Are assistance animals permitted at the venue and is there a dedicated area they can rest and access water?				
Is there enough accessible seating? Note: consider if there is enough clearance space under tables for someone who uses a wheelchair to sit comfortably. Are there enough chairs with arm rests and backrests to provide more postural support for those that require it? Are there chairs at different heights and sizes?				

	Yes	No	N/A	Comments
<p>Are there spaces available for purpose specific activities including:</p> <ul style="list-style-type: none"> • Cultural and religious practices (i.e., prayer or meditation)? • Families and children (i.e., family change rooms, breastfeeding space)? • Quiet or low sensory zone? <p>Note: low sensory or quiet zones are spaces where people can come and regulate their nervous system through reduced auditory and sensory stimulus.</p>				
<p>Are there automatic doors?</p> <p>Note: consider how people with different needs navigate through the space and the doors leading into and inside the venue.</p>				
<p>Is the venue well-lit including the parking area?</p> <p>Note: consider outdoor lighting around the premise if the event is being held earlier morning or in the evening.</p>				
<p>Are there available power points or charging stations to allow people to charge assistive technology and electric mobility equipment?</p>				
<p>Is there tactile information on key signage?</p>				
<p>Are there symbols alongside text signage to support non-English speakers?</p>				
<p>Have you considered the needs of infants and children?</p> <p>For example:</p> <ul style="list-style-type: none"> • Is there a play space or area that can be made more engaging for children? • Are exhibits at heights, and designed, so children can engage with them? • Are there chairs of different sizes and heights available for young and/or small children? 				

Additional considerations for outdoor events

Have you confirmed or considered:

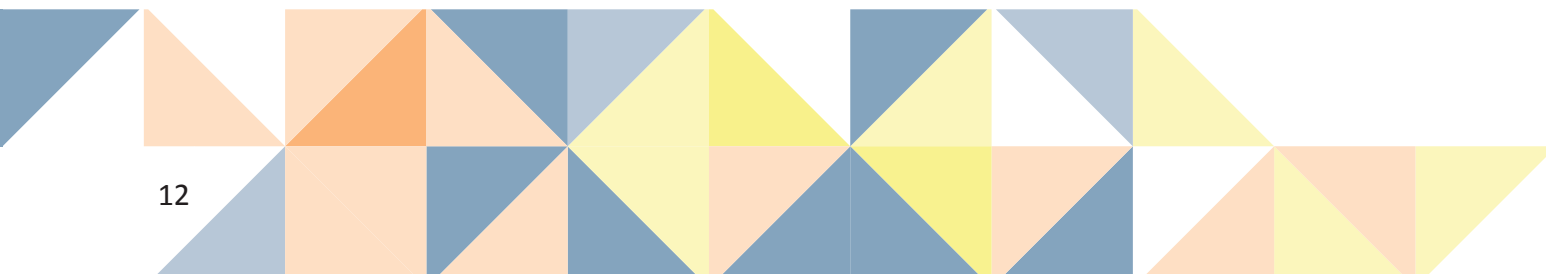
	Yes	No	N/A	Comments
<p>If the ground/surfacing is flat and even?</p> <p>Note: there are temporary outdoor flooring systems that can be installed to help level the ground surface.</p> <p>Best practice would be to install matting to all key areas for events held on natural grass surfaces. However, if costing and resourcing impacts this, ensure (at minimum) to assess grass to ensure it is even, well mowed/maintained, free of obstructions and not waterlogged. If grass surfaces are not even or have damage as listed above, install temporary matting/outdoor flooring system).</p>				
<p>The impact of weather conditions?</p> <p>Note: it is worth having a plan to ensure your guests and event can be adequately protected from the weather.</p>				
<p>If there are adequate and consistent shaded areas?</p>				
<p>If there are trees, shrubs or other items which either overhang or obstruct the access pathways?</p>				
<p>If accessible portable toilets or permanent toilet facilities are available?</p>				

Communication and Promotion

Do your communication and promotional materials:

	Yes	No	N/A	Comments
Have clear text and is the design simple and uncluttered, with no distracting background graphics and/or patterns?				
Use minimum text size of 12 point in a sans serif font such as Open Sans, Helvetica or Arial? <i>Note: size 16 is optimal size where possible.</i>				
Use contrasting colours?				
Use matte paper (if printed)?				
Use person first language? <i>Note: for more information see PWDA – What do I say? A guide to language about disability</i>				
Use gender inclusive language? <i>Note: for more information see AIA-Inclusive-Language-and-Events-Guide.pdf (amnesty.org.au)</i> <i>Note: i.e. use the term ‘children’ instead of ‘boys and girls’; ‘people’ instead of ‘ladies and gentlemen’ etc.</i>				
Use best practice terminology? <i>Note: for more information see AIA-Inclusive-Language-and-Events-Guide.pdf (amnesty.org.au)</i>				
Use plain and simple language? <i>Note: for more information see Plain language and word choice Style Manual</i>				
Use strengths-based language? <i>Note: Strengths-based language focuses on what people can do rather than focussing on their supposed challenges.</i>				
Include universal access symbols as well as text where possible?				

	Yes	No	N/A	Comments
Include text descriptions for any images used and captions on any video content? <i>Note: you may also want to consider audio descriptions.</i>				
State all relevant accessibility information?				
Invite guests to identify their access requirements?				
Include multiple avenues for guests to contact your organisation? <i>Note: (i.e. phone number, social media pages, in-person etc.)</i>				
Exist in alternative formats? <i>Note: this may include: PDF and word documents (to support screen-readers), Braille, Easy Read English, video, audio, filmed Auslan interpreter, large print.</i>				
Have visual clarity (i.e. no watermarks, uncluttered text, no distracting backgrounds)?				
Contain a welcoming disclaimer (i.e. “We strongly welcome and encourage the attendance of people of all backgrounds.”)?				
Include information about getting to the event and parking?				
Advertise the event across multiple and diverse communication channels to cater to a diverse audience? <i>Note: (i.e. using emails, website, social media, newspaper ads, radio promotions, community boards, flyer drop-offs etc.)</i>				
Ensure that any web or booking systems used comply with web accessibility standards?				



Event Delivery

Have you ensured, or considered, that your event will:

	Yes	No	N/A	Comments
Have a person to welcome guests and provide important information?				
Make it clear to attendees how, and to whom, they can communicate any concerns or requirements on the day?				
Have reduced entry fees for concession card holders as well as people experiencing financial hardship (or a tiered fee system)?				
Provide an Acknowledgement of Country or Welcome to Country? <i>Note: if a Welcome to Country is delivered, ensure that the person providing it is a Traditional Owner of the land on which the event is taking place.</i>				
Have an Auslan interpreter/s present?				
Ensure the Auslan Interpreter is positioned where both their face and hands can be clearly seen? <i>Note: consider the impact of lighting on this.</i>				
Cater to the accessibility needs of your own staff, volunteers and vendors?				
Have a diverse range of speakers/presenters/stall holders?				
Have water available for guests?				
Have water available for assistance animals?				
Identify volunteers and key people clearly either through use of uniforms, lanyards, name tags, hats and the like?				

	Yes	No	N/A	Comments
Have clear signage which indicates to guests the direction of: <ul style="list-style-type: none"> • Toilets • Parking • Assistance / information • Charging bays • Purpose specific spaces • Food and water facilities. 				
Have specific purpose spaces set up (as detailed in “venue” section)?				
Demonstrate visible and practical allyship, i.e.: <ul style="list-style-type: none"> • Offer nametags with space for pronouns • Displaying the Aboriginal and Torres Strait Islander flags • Displaying the LGBTIQ+ flag • Ensure staff and volunteers have adequate inclusion knowledge and/or training. 				
Have a range of activities available to people of different abilities and different financial positions?				
Cater to people with different dietary requirements? Note: consider cultural, health and disability specific requirements.				
Provide sunscreen for guests (for outdoor events)?				
Have areas of continuous shade and spaces protected from the weather/elements (for outdoor events)?				

On the day considerations

	Yes	No	N/A	Comments
Are all trip hazards removed including securing or covering cables, clearing all pathways and access points and the like?				
Have you done a run through of the entire event space and parking areas to ensure it is physically accessible?				
Have you got maps available and clearly signposted all accessibility features?				

Staff, volunteer and vendor support

Note: Vendors may include but are not limited to individuals or companies providing: food, security services, entertainment, markets, amusement rides and activities, fireworks, presentations, First Aid services etc.

	Yes	No	N/A	Comments
Are event staff, volunteers and vendors equipped with the necessary resources and knowledge to make your event welcoming and inclusive?				
Are event staff and volunteers aware of all evacuation procedures?				
Are event staff aware of how to deal with assistance animals?				
Is additional training required for any event staff, volunteers or vendors? Note: if yes, please specify in comments box.				
Are your First Aid staff equipped with the knowledge to support people with disability and is the First Aid station accessible?				
Have you gathered the accessibility requirements of any performer, speakers, vendors, interpreters etc. and ensured any necessary adjustments have been made?				

Security and Emergencies

Note: As per the City’s Event Planning Guide, you should consider appropriate emergency planning separate to this checklist. Below are just a few things to consider.

	Yes	No	N/A	Comments
Are all emergency exits and assembly points wheelchair accessible?				
Do you have adequate staff and volunteer support to assist all people as necessary during the event of an emergency?				
Have you considered the diverse needs of your guests during your emergency planning. This includes considering people who: <ul style="list-style-type: none"> • Do not speak English as their first language • Have motor, cognitive or sensory disabilities • Have psychosocial disabilities • Have infants or children in their care 				

Event evaluation

	Yes	No	N/A	Comments
Have you created and promoted multiple avenues for guests to provide event feedback? Note: i.e. a phone number to call, QR codes, a feedback portal through your website, hard copy feedback forms.				
Do your evaluation forms/tools specifically ask a question regarding event accessibility?				
Do your evaluation forms/tools specifically ask a question regarding inclusion, i.e. “Did you feel welcome and included at the event?”				
Do you have a plan for how you will review and action feedback?				

Section 3. Additional Resources

- [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](https://www.health.wa.gov.au)
- [AIA-Inclusive-Language-and-Events-Guide.pdf \(amnesty.org.au\)](https://www.amnesty.org.au)
- [Federal Register of Legislation - Disability \(Access to Premises — Buildings\) Standards 2010](#)
- [includeability - guide - hosting accessible and inclusive in-person meetings and events.pdf](#)
- [Hearing Loops Demystified \(unimelb.edu.au\)](https://www.unimelb.edu.au)
- [ACROD Parking Program](#)
- [Inclusive SA - Universal accessibility symbols for your communications](#)
- [WA diversity and statistics \(omi.wa.gov.au\)](https://www.omi.wa.gov.au)
- [Acknowledge This!](#)
- [Accessible Events Guide.pdf \(universaldesignaustralia.net.au\)](https://www.universaldesignaustralia.net.au)
- [Web Content Accessibility Guidelines \(WCAG\) 2.2 \(w3.org\)](https://www.w3.org)



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