Accessible Events Checklist

**GOVERNMENT OF
WESTERN AUSTRALIA**

Disability Services Commission

Invitations and promotional material

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disability.

Text	**Yes**	**No**
• Have you used a plain font (such as Arial, Helvetica or Univers) in your invitations and promotional material?	☐	☐
• Is all text at least a minimum of 12 point type size?	☐	☐
• Have the invitations and promotional material been printed on matt paper and in contrasting colours?	☐	☐
• Is the text uncluttered with an absence of background graphics and patterns?	☐	☐
Content		
• Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	☐	☐
• Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	☐	☐
• Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter?	☐	☐
• Have you included in the invitation your facsimile number and email address (if you have them) so guests have alternative ways of communicating their attendance?	☐	☐
• Is written promotional material available on request in alternative formats such as large print, audio tape, computer disk or Braille?	☐	☐

External environment

People with disability require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Location of the nearest:

- Bus stop: _____
- Train station: _____

Accessible parking bays	Yes	No
• Does the venue have an accessible parking bay?	☐	☐
• Is the accessible parking bay/s identified by the international symbol of access?		
– raised sign	☐	☐
– ground markings	☐	☐
• If the accessible parking is undercover is the roof a minimum of 2500 mm in height to allow the use of a car top hoist?	☐	☐
• Is the distance from the car park to entrance less than 40m?	☐	☐

Continuous accessible path of travel

Is there a continuous accessible path of travel, including kerb ramps, to the building from the:

	Yes	No
• Accessible parking bay/s?	☐	☐
• Set down area?	☐	☐
• If there are steps to the building:		
– Is there a ramp available for wheelchair users?	☐	☐
– Do all steps have handrails?	☐	☐
– Is there a contrasting strip on step edges?	☐	☐
• If there is a ramp to the building:		
– Is the gradient no steeper than 1:14?	☐	☐
– Does the ramp lead to the main entrance?	☐	☐

The building

Entrance	Yes	No
• Is the entrance threshold level?	☐	☐
• If there is a step/s at the entrance of the doorway:		
– is there a ramp of not more than 450 mm in length and with a gradient of 1 in 8?	☐	☐
• Is the entrance door easy to open?	☐	☐
• Is the clear door space 800 mm (preferred) or 850 mm?	☐	☐

Internal environment	Yes	No
• Is the inquiry or reception counter low enough for a wheelchair user?	☐	☐
• Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	☐	☐
• If there are internal steps:		
– Do all steps have handrails?	☐	☐
– Is there a contrasting strip on step edges?	☐	☐
• If there are ramps:		
– Are they no steeper than 1:14?	☐	☐
– Do they have handrails?	☐	☐
• Do all doors have a clear space 800 mm (preferred) or 850 mm?	☐	☐
• If there is only a side approach to the door, is there 1200 mm clear space in front of the door?	☐	☐
• Does the venue have a non-slip floor surface or carpets with a firm low pile of 6 mm or less?	☐	☐

Visibility	Yes	No
• Are facilities in the venue clearly signed?	☐	☐
• Is the venue well lit?	☐	☐
• Are there any areas of high reflection or glare?	☐	☐

Toilets	Yes	No
• Does the venue have a unisex accessible toilet?	☐	☐
• Is the toilet situated on the same floor as the function?	☐	☐
• Does the door have a clear space of 800 mm (preferred) or 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 950 mm space at one side of the toilet pan?	☐	☐
• Is there a grab rail next to the toilet at 800 mm – 810 mm high, preferably in an "L" shape?	☐	☐

Signage

- Does the venue have clear, directional signage to:
    - the function room?   ☐   ☐
    - the toilets?   ☐   ☐

The function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication	Yes	No
• Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements?	☐	☐
• Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?	☐	☐
• 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?	☐	☐

Sit down function		
• Are there sufficient walkways (1000 mm or wider) in the function room?	☐	☐
• Is there 900 mm space between tables?	☐	☐
• Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath?	☐	☐