

How to make your event accessible

All events should cater for participants and patrons who may have a disability including cognitive, sight or hearing impairment, and limited or wheelchair mobility. This checklist will help you plan events and functions that people of all ages and abilities can join in. You are responsible for providing adequate disability access at your event – for information, see the Department of Human Services' Accessible Events Guidelines (dhs.gov.au)

Event accessibility checklist			
Do your invitations and promotional material use:	Yes	No	N/A
Type size a minimum of 12 point?			
A san serif font (such as Univers, Helvetica or Arial)?			
Contrasting colours, uncluttered text, and no background graphics?			
Does your event have:	Yes	No	N/A
Accessible parking identified by the international symbol of access?			
Accessible public transport close by to the event?			
An accessible shuttle service to the event?			
Clear external and internal directional signs including symbols?			
Clear paths of travel from outdoor to indoor areas?			
An accessible toilet and clear, directional signage to the toilets?			
An accessible baby change area?			
Protection from wind, rain and noise in outdoor areas?			
Step-free access throughout the site?			
Wide self-opening or easy-to-open doors?			
Lever-style door handles at an accessible height?			
Safety markings on any glass doors and adjacent panels?			
Low height, 'clutter free' service counters with a seat?			
Seating with colour contrast to walls/floors/ground surface?			
Consistent and even lighting throughout site?			
Wide, clear internal and external walkways?			
Clear space between furniture and exhibits for a person to manoeuvre a mobility aid (for example wheelchair, walking frame, stick, crutches)?			
Slip-resistant floor and ground surfaces?			
Visible and audible fire alarms?			
Accessible emergency exits			
Ramp or lift access to all levels?			
Information about services for people with disabilities (for example lift, accessible toilet, emergency procedures)?			
A website with information about accessible services?			

Events checklist			
Do you provide:	Yes	No	N/A
An internet booking system and a telephone booking system?			
Varied payment options?			
Acceptance of 'companion and carer cards'?			
Discounts for pensioners?			
Does moving around include:	Yes	No	N/A
A mobility map of the site indicating accessible parking, toilets, paths, attractions?			
Low height ticket counters, kiosk, bar etc.?			
Accessible self-service counters or display areas?			
Staff available to assist in self service areas?			
Suitable height exhibits for people using wheelchairs?			
Access to stage and change room areas?			
Access to and within viewing areas and lookouts, for example near parade routes?			
Wheelchair accessible seating throughout site			
Accessible rest areas including seating, lighting, drinking fountains, and shelter at regular intervals along paths			
Space for storing mobility aids and baggage?			
To be accessible for those with a vision impairment, do you have:	Yes	No	N/A
Large print, raised tactile, Braille and audio signage?			
An 'assistance animals welcome' sticker at entry (guide dog, hearing dog)?			
Staff available to read information to participants if required?			
Clear, large print, name tags for staff or volunteers?			
Audio guides for exhibits and displays?			
No overhanging foliage on pathways?			
Limited use of rope or chain barriers?			
Handrails and contrasting edges on any steps?			
Tactile tiles prior to steps, ramps, jetties, piers and other hazards?			
For those who are deaf or hearing impaired, is there:	Yes	No	N/A
Staff or volunteers with basic sign language skills?			
Sign language interpreter if required?			
Staff who look at the participants when talking (for easy lip reading)?			
Effective glare-free lighting at any service counters?			
Staff who speak clearly to participants?			
Pen and paper for exchanging information?			
Appropriate acoustic environments to reduce background noise?			
Hearing augmentation at service counters?			
Performance area alternatives to any audible announcements such as visible displays?			
Accessible public telephone and National Relay Service (NRS)?			
An SMS telephone number?			