

Checklist I: The Accessible Events Checklist

The basics

This checklist includes the basic features you need to consider when organising an accessible event. For more information on planning for accessible events see the checklists listed below.

Before the event

Check that:

- ☐ Your advertising and invitations are available in accessible Word or HTML format, include information in relation to the accessibility of the event, and ask attendees to advise of any accessibility requirements. For example,

Access for people with disability

The venue is wheelchair accessible. If you have any other access requirements in order to participate in this event, please tell us on your registration form.

- ☐ Guests and participants can register for the event in a range of ways, including by telephone and by e-mail.
- ☐ If you are using an online form or third party booking service, it is accessible or registration is also possible by telephone and e-mail. (The use of CAPTCHA, where users are requested to copy random letters and numbers, is often used for booking systems and is problematic for screen reader users).
- ☐ If an on-line registration system is being used, it is clear to invitees that other forms of registration such as telephone or e-mail registration are available.
- ☐ If the event has a cost for participants, ensure that the event is registered with the [Tasmanian Companion Card Program](#), so that people can bring a carer without additional cost.
- ☐ If the event involves entry fees or charges for items at the event, any electronic payment systems are appropriate for people with vision impairments and people with physical impairments.

The venue

Check that:

- ☐ The venue is close to public transport and there is parking, including accessible parking nearby.
- ☐ There is an accessible, unobstructed path to the front entrance.
- ☐ The front entrance is accessible to people who use a wheelchair with automatic or easy to open doors.
- ☐ There are wheelchair accessible toilets.

- ❑ The doorways, corridors, meeting spaces and break areas are wide enough for people using wheelchairs to move around.
- ❑ If participants need to use a lift, it is big enough for a person using a wheelchair and the buttons have Braille and raised tactile numbers.
- ❑ There are adjustable height microphones, or lapel microphones if required.
- ❑ If people using wheelchairs will be going onto the speakers' platform, there is a ramp onto the platform.

Information at the event

Check that:

- ❑ The venue has an installed hearing loop. If not, you have considered making a portable hearing augmentation system available (see Checklist 3).
- ❑ AUSLAN (sign language interpreters) or live captioning have been considered (see Checklist 2).
- ❑ Oral/audiovisual presentations are available to participants who require these in alternative formats (eg written, electronic).
- ❑ Will participants require Written material is available to participants who require these in alternative formats (eg electronic, audio, large print, audio, Easy English, Braille).
- ❑ Presenters have been given information on how to make presentations more accessible.

Catering

- ❑ Any available food and beverages can be easily accessed by people using wheelchairs.
- ❑ Dietary requirements can be met.

For further information on providing accessible events see:

- The Accessible Events Guidelines
- Checklist 2: Booking and using AUSLAN Interpreters
- Checklist 3: Using hearing augmentation systems
- Checklist 4: Outdoor events - some additional considerations
- Checklist 5: Getting the Language right
- Checklist 6: Accessible Catering
- See also: The [Easy English Checklist](#)

If you have any concerns about the accessibility of your event have you considered seeking expert advice? The [Association of Consultants in Access Australia](#).