



# 2017/18 Accessible Events Checklist

This checklist is a guide for event organisers to increase participation of people with a disability, ensure accessibility and consider needs of community members during the planning stages.

Tick	Accessible Event Item	Comment
<b>VENUE</b>		
<input type="checkbox"/>	Inspect the site prior to booking	
<input type="checkbox"/>	Ensure the venue is accessible by public transport	
<input type="checkbox"/>	Make sure there are adequate accessible parking bays close to the venue	
<input type="checkbox"/>	Check all entrances, doorways, lifts and ramps are free of clutter	
<input type="checkbox"/>	Investigate whether accessible toilets are on site	
<input type="checkbox"/>	Ensure all food stalls, amenities and evacuation points are accessible	
<input type="checkbox"/>	Check there are clear directional signage and facilities are clearly signed	
<input type="checkbox"/>	Inspect the venue for adequate lighting	
<b>INVITATION</b>		
<input type="checkbox"/>	Promotional materials and invitations are in a San Serif Font (Arial or Helvetica)	
<input type="checkbox"/>	Colours used on printed materials and invitations must be contrasting	
<input type="checkbox"/>	Font must be 12 point or larger	
<input type="checkbox"/>	Ensure promotional materials and invitations show accessible features e.g. wheelchair or Auslan symbols	
<input type="checkbox"/>	Provide contact details for people to contact the event organiser	
<input type="checkbox"/>	Ask invitees to communicate any special requirements	
<b>COMMUNICATION</b>		
<input type="checkbox"/>	If speeches are being given, ensure Auslan interpreters, screens and or microphones are being used	
<input type="checkbox"/>	Provide hearing loops and or assistive technologies to patrons	

This list is not exhaustive; however it provides a good starting point. If you require further information on making your event accessible for people with disabilities contact the Quality and Inclusion Team at the City of Greater Dandenong on 8571 1000.