

How to Plan Accessible Events

Checklist



Easy English



Hard words

This booklet has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will say what the hard word means.



About this checklist

This checklist was made by
Central Coast Council.



The checklist is to make sure your event
is **accessible**.

This means everyone is can be part it.

Checklist

Plan your event



Is there money in your budget to make the event accessible?

☐

Yes

☐

No

Physical Access



Is the venue wheelchair accessible?

For example, there are no stairs.

☐

Yes

☐

No



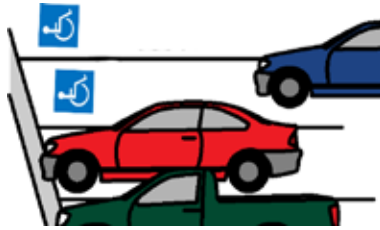
Is there a wheelchair accessible toilet?

☐

Yes

☐

No



Is there accessible parking?

☐

Yes

☐

No



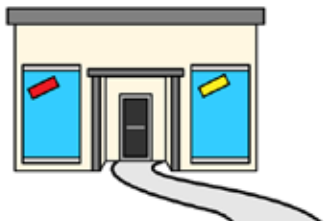
Is there a drop off area?

☐

Yes

☐

No



Are there clear paths between outdoor and indoor areas?

☐

Yes

☐

No



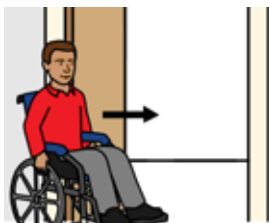
Are there undercover areas outside?

☐

Yes

☐

No



Are doors easy to open?

☐

Yes

☐

No



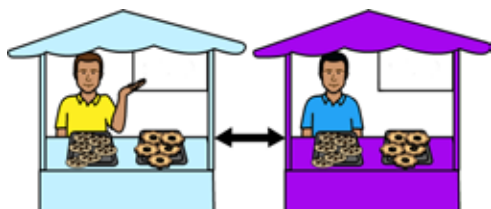
Are door handles at wheelchair height?

☐

Yes

☐

No



Is there enough room to move between stalls in a wheelchair?

☐

Yes

☐

No



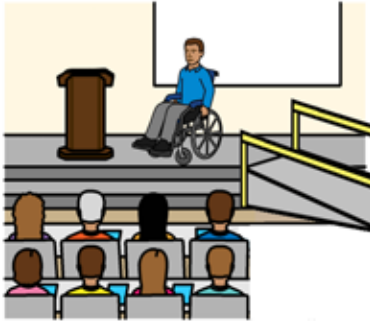
Are there wheelchair accessible areas to sit?

☐

Yes

☐

No



Is there wheelchair access to the stage?

☐

Yes

☐

No



Are there low counters?

☐

Yes

☐

No



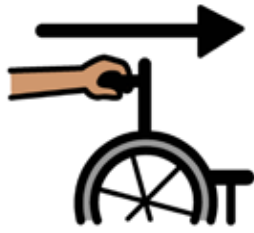
Can people loan wheelchairs at the event?

☐

Yes

☐

No



Are there staff to support people to access the event?

For example, push wheelchairs?

☐

Yes

☐

No



Is there a powerpoint to charge wheelchairs and scooters?

☐

Yes

☐

No



Do all seats have backs and armrests?

☐

Yes

☐

No



Are there accessible public transport options?

☐

Yes

☐

No



Do you need a bus to take people to the event?

☐

Yes

☐

No

Vision



Do signs have large print and braille?

☐

Yes

☐

No



Are name tags clear and in large print?

☐

Yes

☐

No



Is there good light through the whole venue?

☐

Yes

☐

No



Is there an **assistance animals** welcome sign?

Assistance animals are animals that support people with a disability.

☐

Yes

☐

No



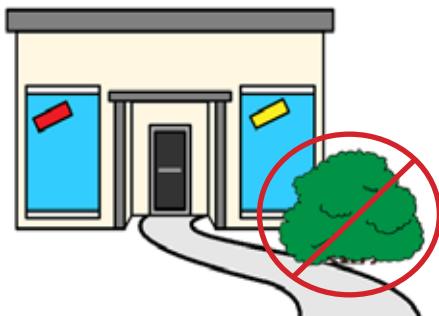
Do you have water for assistance animals?

☐

Yes

☐

No



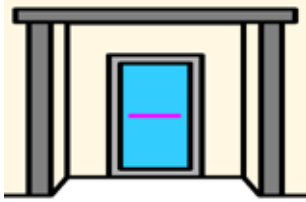
Have you made sure there is nothing hanging over walk ways?

☐

Yes

☐

No



Do glass doors have safety markers?

☐

Yes

☐

No



Have you thought about if **audio descriptions** would be useful?

This plays information out loud.

☐

Yes

☐

No



Are floors made so people will **not** slip?

☐

Yes

☐

No

Hearing



Do staff need to know basic sign language?

☐

Yes

☐

No



Should you give staff pen and paper so they can write down information?

☐

Yes

☐

No



Is there a **hearing loop**?

A hearing loop sends sound to people's hearing aids.

☐

Yes

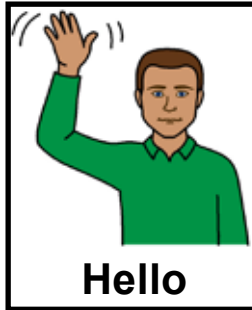
☐

No



For videos, announcements and presentations

- is there sign language



- are there pictures

- are there **subtitles**?

Subtitles are the written words of what people say.

☐

Yes

☐

No



Does the venue reduce background noise?

☐

Yes

☐

No



Do presenters know to use language that is

- clear

and

- use detailed descriptions?

☐

Yes

☐

No



Inclusion

Are staff comfortable to talk with people with a disability?

☐

Yes

☐

No



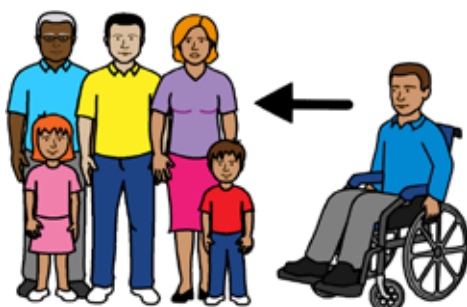
Do staff know the right words to use when they talk to people with a disability?

☐

Yes

☐

No



Is everyone able to do the activities at the event?

☐

Yes

☐

No

Emergency



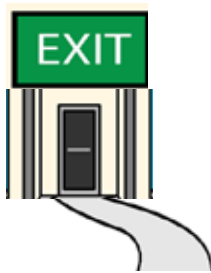
Does your emergency plan

- say how people with disabilities can get help



- get told to staff

- get told to the people who come to the event



- make sure there are paths to emergency exits



- make sure there are paths to the emergency meeting point



- say if you can use alarms with sound and lights?

☐

Yes

☐

No



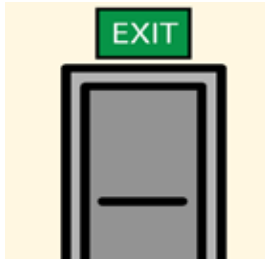
Is there accessible first aid and support?

☐

Yes

☐

No



Are emergency exit signs easy to see?

☐

Yes

☐

No



Are smoke alarms easy to see?

☐

Yes

☐

No



Can anyone reach the fire alarm?

☐

Yes

☐

No



Have you done a **risk assessment**?

This means

- you find out any dangers

and



- fix the dangers.

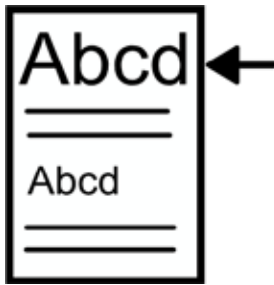
☐

Yes

☐

No

Information



Can people get information about the event in different ways?

For example, large print.

☐

Yes

☐

No



Will you give information about the events

- accessibility
- emergency plan?

☐

Yes

☐

No



Can people call to ask accessibility questions?

☐

Yes

☐

No



Is there an accessible website?

☐

Yes

☐

No



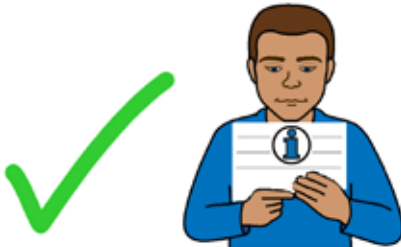
Did you ask presenters if they have access needs?

☐

Yes

☐

No



Have you thought about **clear print**?

Clear print is information that is easy to read.

☐

Yes

☐

No



Is there a discount for Pensioners or Companions?

☐

Yes

☐

No



Can people attend the event online?

☐

Yes

☐

No

Food and drink



Are drink taps at the right height for people using wheelchairs?

☐

Yes

☐

No



Can everyone get to where food and drink is?

☐

Yes

☐

No



Is there food and drink for people who have a different diet?

☐

Yes

☐

No



More information

For more information contact
Central Coast Council.



Call (02) 4325 8222 or (02) 4350 5555



Website www.centralcoast.nsw.gov.au



Email ask@centralcoast.nsw.gov.au



National Relay Service

TTY 133 677

Then ask for (02) 4325 8222

Speak and Listen 1300 555 727

Then ask for (02) 4325 8222

Internet relay users connect to the NRS

Then ask for (02) 4325 8222

© Scope (Aust) Ltd. You may use this document for your own personal, non-commercial purposes only. You must not use the document for any other purpose and must not copy, reproduce, digitise, communicate, adapt or modify the document, or any part of it, (or authorise any other person to do so) without the prior consent of Scope (Aust) Ltd.

Scope's Communication and Inclusion Resource Centre
wrote the Easy English in June, 2018. www.scopeaust.org.au
To see the original contact Central Coast Council.

The Picture Communication Symbols © 1981-2010 by Tobii Dynavox.

All Rights Reserved Worldwide. Used with permission.

ClipArt © Inspired Services, UK. www.inspiredservices.org.uk

Change picture © 2011. www.changepeople.co.uk