



## Accessible Events Checklist

To encourage inclusive and accessible events. Consider and implement what is practicable.

### Event Details

<b>Event Name:</b>		<b>Event Date:</b>	
<b>Venue:</b>		<b>Organisation:</b>	
<b>Email:</b>		<b>Contact No:</b>	

### Invitations and promotional material

Complete this section when promotional material is being widely advertised	
Consider using plain font (Arial, Helvetica) on promotional material	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider using text $\geq$ 12 point type size	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider printing promotional material on matt paper / contrasting colours	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider uncluttered text without background graphics and patterns	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider encouraging patrons to advise if they have access requirements	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider making promotional material available in other formats <i>*large print, audio tape, braille, other languages</i>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider if promotional material includes information about accessible facilities at the venue <i>*wheelchair accessible, location of parking / set down area</i>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
Consider providing a contact number or email so patrons have other ways of booking / RSVP-ing	<input type="checkbox"/> Noted <input type="checkbox"/> N/A

### Communication

Complete this section in considering community communication needs	
<b>Using an Auslan Interpreter:</b>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Consider visibility, so people who are deaf or hard of hearing can see both the speaker and the interpreter's face / hand movements</li> <li>Consider lighting / spotlights to distribute light clearly the interpreters face and upper body</li> </ul>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
<b>Using hearing loops: (feeding audio into hearing aids)</b>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Consider placement by the front area with clear sight to the stage</li> </ul>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A

### Other Considerations

<ul style="list-style-type: none"> <li>Consider a quiet zone within your event (busyness/noise refuge)</li> <li>Position food to allow access for a person in a wheelchair or a person of short stature</li> <li>Involve people with a disability in planning your event</li> </ul>	<input type="checkbox"/> Noted <input type="checkbox"/> N/A
---	---

### Seated functions:

Complete this section for sit down functions		
Consider if the walkways are wide enough ( $\geq 1\text{m}$ )	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if there is enough ( $\geq 90\text{cm}$ ) space between tables	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if there is 71cm – 84cm under the table to allow a wheelchair to slide comfortably underneath?	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A

### The building:

Complete the section below for private venues, <b>not required</b> for City venues or outdoor events		
The entrance should be threshold level (level or, if raised $< 15\text{mm}$ )	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
For entrance step(s), provide a ramp in nearby ( $\approx 1:8$ gradient)	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
The entrance door should be easy to open	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
All doors should have a clear space of $\geq 80\text{cm}$ ( $\geq 85\text{cm}$ preferred) <i>* If side approach to the door, <math>\geq 1.2\text{m}</math> clear space is needed</i>	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if inquiry desk / booth is low enough for a wheelchair user	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider accessible path of travel from: parking $\rightarrow$ entrance $\rightarrow$ event	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
For internal steps handrails / contrasting strips on step edges are required	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Ramps should be no steeper than 1:8 and have handrails	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider non-slip floor surface or carpets	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Facilities in the venue should be clearly signed	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the venue is well lit	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the venue has marked accessible parking bay(s)? 	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if the distance from the car park to entrance less than 40m	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A
Consider if public transport is available for travel to the event	<input type="checkbox"/> Noted	<input type="checkbox"/> N/A

### Event Organiser

<b>Contact Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

Submit your checklist with your event application to [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au).