

# Inclusive event checklist



June 2021

**Environmental Health and Events**

This checklist is designed as a quick overview of accessibility for public events to assist event organisers in providing an inclusive and enjoyable experience for all who choose to attend their event. As access requirements vary depending on the type and style of event, some parts of this checklist may not be applicable to your event. There may also be additional requirements you may need to consider.

event details	
Event name	
Event location	
Event date(s)	

transport and travel	yes	no	NA
If the event needs parking, have you allocated designated accessible parking bays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is organised transport to and from the event, have you considered guests with additional access requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a continuous, even, and accessible path of travel from the parking area to the event venue? Note: A continuous accessible path of travel is defined as an uninterrupted path free from hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
event venue			
Is there a continuous accessible path of travel within the venue to all attractions and features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do travel paths have enough circulation space for people using assisted mobility devices or carers? Note: Adequate circulation space is defined as space that is no less than 1500 mm wide and 1500 mm long.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the venue have appropriate ramps where needed? Note: Ramps must have an incline gradient no steeper than 1:14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When present, do stairs and ramps have rails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate and appropriate directional signs in the areas and the facilities within the venue? Note: Signs need to be easy to read and understand. If possible, use a combination of words and symbols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a site map that includes information on access and inclusion for the venue that attendees can refer to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INCLUSIVE EVENTS CHECKLIST

<p>Are seating areas accessible for people using assistive mobility devices?  Note: Ensure that there are spaces for people in wheelchairs or those who use other mobility devices in the seating areas to ensure that they can interact with the rest of the attendees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there universal toilets?  Note: Universal toilets can include unisex accessible toilets, Changing Places toilets, or designated accessible toilets.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you allocated a sensory release zone?  Note: Sensory release zones are quiet areas within your event where people can rest if they feel overwhelmed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are other facilities (i.e. food areas, dining areas, food vans and trucks etc.) accessible for all people?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there shared spaces that all people can access in the venue?  Note: Shared spaces are spaces within the venue that all people can share or be in. It is not a separate space specifically for one demographic of people.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>event activities</b>			
<p>Is there an Acknowledgement of or Welcome to Country?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there activities within the event where all people can do or participate in?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does your event foster social connection between different demographics of people?  Note: Social inclusion is about ensuring that people from different backgrounds are able to connect and engage with each other.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>marketing and promotion</b>			
<p>Are there accessible versions of your promotional materials?  Note: when designing promotional materials ensure that you use clutter-free images, clear text, and plain language. Accessible versions are often Word documents stating the information clearly using San Serif font styles in 12 font size or larger.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does your promotional material provide access and inclusion information to attendees if they have additional access requirements?  Note: You may consider having a designated event volunteer who can answer questions and make arrangements for additional access requirements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there multiple and diverse communication channels being used in promoting this event to cater to a diverse audience?  Note: Communication channels include emails, website, social media posts, newspaper ads, radio promotions, community board posts, flyer drop-offs, etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are your site plans available before the event so that people with additional access requirements can plan their visit?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>staff and volunteers</b>			
<p>Have staff and volunteers been allocated for people who may require extra assistance?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have staff and volunteers been trained to communicate properly with people with disabilities, people from culturally diverse communities, or people who speak English as a second language?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DIAGRAM 1 OF INCLUSIVE FOOD VAN



DIAGRAM 1 OF ACCESSIBLE SEATING

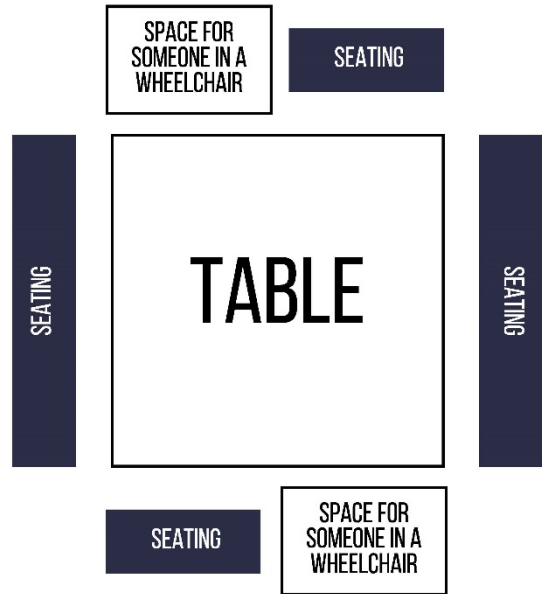


DIAGRAM 2 OF ACCESSIBLE SEATING

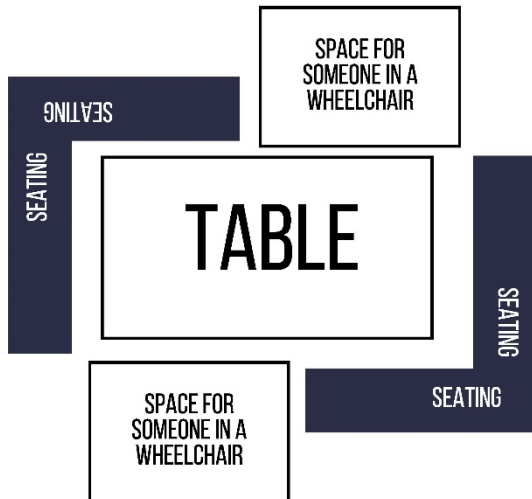


DIAGRAM 3 OF ACCESSIBLE SEATING

