

## PLANNING

### Research

- Have you read the Guide to Accessible Events provided by Meetings and Events Australia (MEA) to ensure you understand your responsibilities as an event organiser?
- [http://www.meetingsevents.com.au/downloads/Accessible\\_Events\\_Guide.pdf](http://www.meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf)

## VENUE

### Transport & Parking

- Is your event accessible by public transport?
- Is there space for an accessible drop off area located close to the entrance?
- Does the venue have existing accessible parking bays close to the entrance or can you implement some for your event?
- Are accessible parking bay/s and drop off areas clearly marked using the International Symbol of Access?

### Access

- Is there a continuous accessible path (wide enough for two people to pass each other comfortably) around your event?
- If there are steps into or throughout your venue, is there alternate ramp access?
- If there are steps into or throughout your venue, do these have handrails to provide patrons with extra support when using these?
- Does your site layout provide the best access and circulation for all attendees (consider parents with prams, wheelchair and mobility aid users)?
- For outdoor events, have you considered hiring temporary flooring products to create a flat and visually well-defined path of travel over grassy, bumpy or muddy areas.
- Have you considered providing seating close to stage areas for people who have limited mobility, vision or hearing?

### Amenities

- Are there accessible amenities (toilets/change facilities) available at your event?
- If not, have you identified the nearest location of these facilities?

### Signage

- Are all facilities (toilets, parents room, first aid, information booths) clearly marked?
- Is there clear directional signage around the venue? (e.g. arrows to toilets, entry/exit, parking)

### Lighting and Audio Visual

- Have you limited the use of strobe lighting and excessive flashing lights in performances and displays?
- Have you considered providing captioning, Auslan interpreting or Hearing Loops?

### Other

- Have you considered creating a quiet zone within your event to allow attendees to seek refuge from the crowds and noise of the main event?

## DURING THE EVENT

- Have you conducted a site inspection to ensure that signage including accessible signage, is in place and clearly visible?
- Have you done a final walk around to ensure that all paths are clear of obstructions and trip hazards?
- If there is seating available at your event, ensure that there is adequate space for prams, wheelchairs and mobility aids to be positioned alongside
- Are all event staff aware of the access features and facilities available at the event so they can provide clear directions if asked?

## PROMOTIONS + MARKETING

### Text

- Have you used a plain font in your promotional material?
- Is text size at least a minimum of 12 point type size?
- Is the text uncluttered with an absence of background graphics and patterns?

### Content

- Is your fully venue is accessible?
- Have you included information on the nearest accessible parking and drop off points in your promotional material?
- Is promotional material available in different formats, such as electronic, large print, braille?
- Have you included a contact phone number and email for further enquiries about access provisions?
- Consider creating and promoting a site map for your event which highlights the location of accessible facilities and service.