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Accessibility in Public Events Self-Checklist

When planning an event it is important to consider the accessibility needs of members of the community. Equal Access has produced this self-checklist for all stakeholders involved in the event industry to utilise the checklist as a guide for good access.

Accessibility Consideration	Yes	No	N/A
Choosing the right venue - questions to ask			
Is the venue within an accessible location (i.e. public transport network, external paths, telephone typewriter (TTY) telephone etc)			
Does the event have accessible facilities (parking, entrances, toilets, pathways)?			
If multi-level, are there lifts between levels?			
If requiring a speaker system or public address system, is there a hearing augmentation system (hearing loop etc) in the area?			
Are wheelchair spaces distributed throughout theatre?			
Are there any physical barriers in public areas (steps, stairs, stage access)?			
Getting information about the event			
Accessible website developed			
Accessible web-based booking system, with consideration for people using wheelchairs and carers/support workers for people with disability			
Large print options for publications			
Check that language and terminology is appropriate in website and print			
TTY phone contact number			
Parking, drop-off points, taxi ranks and public transport information			
Event Access Guide produced and available			
Event management			
Event Access Guide produced and available			
Training for event and venue staff on disability awareness and considerations (access, assisted persons, guide dogs, terminology, communication)			
Complaints register created, with procedure to resolve complaints relating to or involving people with disabilities			
Emergency management for people with disabilities (procedures, evacuation, Personal Emergency Evacuation Plans (PEEPs))			
Regular inspections to keep areas clear and maintained			
Service and information desk within event space			
Travelling to the event			
Event close to bus stops, tram stops or train stations			
Accessible car parking provided close to event entrance			
Accessible pathways from car parking, bus stops, tram stops or train stations to event entrances			

Arriving at the event			
Entrances clearly identifiable			
Signage provided at parking and entrances			
Crowd control/security/event staff able to provide assistance			
Undercover waiting/queuing area, with seating			
Entering the event			
Clear paths of travel (minimum 1m wide)			
No physical barriers at entrance (turn-stiles, steps, etc)			
Moving around the event			
Access available to all areas			
Slip resistant ground surfaces, including temporary pathways over grass surfaces			
Ramped entrances to marquees and other structures that have raised flooring			
Lift or ramped access to stages			
Handrails, kerb rails on both sides of ramps with tactile ground surface indicators (TGSi) at each end			
Handrails on both sides of each stairway (2 or more steps) with TGSi at each end			
No low objects and projecting objects into paths of travel			
Glazing bands on glass doors and sidelight windows			
'D' type lever action door handles with less than 20N door forces			
Wheelchair circulation spaces provided around each doorway			
Uncluttered pathways that are a minimum 1m wide			
Signage provided with Braille and large tactile font			
Objects within reach range for people using a wheelchair			
Good lighting			
Provision of a quiet area			
No sensory confusion (scent free, background noise, luminance contrasts)			
Performances			
Wheelchair seating at performances			
Captioning, Auslan sign interpretation or hearing augmentation at performances			
Viewing platforms accessible (i.e. with compliant ramp)			
Goods and services			
Service counters, ticket booths and sales counters at an appropriate height			
Food outlets at an accessible height, dietary options provided			
Service desk provided or security and event staff on alert			
Using facilities within the event			
Accessible toilet with appropriate signage and directional signage			
Ambulant toilet at each bank of toilets			
Accessible doorways (sufficient circulation spaces, door handles, snibs on doors)			
Drinking fountains that a person using a wheelchair can access			
Telephone with TTY			
Seating and tables provide spaces for people using a wheelchair			