

Disability Access and Inclusion Checklist for Events

As an Event Organiser, you may find this checklist helpful in understanding access and inclusion requirements for the community i.e. people with disability, older people, mothers with prams, etc. Consideration and needs will vary depending on the people attending and the type of event, therefore you may find parts of this checklist more relevant than others.

The checklist will indicate whether people with a disability can easily attend your event and participate, and if the event complies with the City’s Disability Access and Inclusion Plan 2021 - 2025, found online at [Access and inclusion | City of Perth](#)

Text:

Have you used a serif font (such as Univers, Helvetica, or Arial) in your marketing material?	
Is all text at least a minimum of 12-point type size?	
Has the marketing material been printed on matte paper and in contrasting colours?	
Is the text uncluttered with no background graphics, patterns, and watermarks? Directional signage at events should have a campaign banner only, with the directions in black fonts on white background.	

Content:

Did your website event listing include accessible information?	
Did any maps include the location of accessible facilities, such as parking and toilets?	
Has a separate ‘accessible map’ been considered for the event/activation?	
Did any marketing material state whether the venue is accessible to people who use wheelchairs, as well as any other features, by the way of symbols or other?	
Is written material available on request in alternative formats?	
Does the website event listing include a downloadable word version on the information that adheres to above text requirements?	
If there is ticketing for the event/activation, is the ticketing website compliant with the above checklist?	

Signage:

Does the event have clear directional signage to key facilities?	
Is the signage printed on contrasting colours and easy to read?	
Do accessible areas have visible signage in busy areas to be seen from afar (e.g., feather banners)?	

Transport:

Does the event venue have accessible parking bays?	
Is the accessible parking bay/s identified by the international symbol of access? This can be via a raised visible sign or ground markings.	
Is the distance from the car park to entrance less than 40m?	
Have you considered distance to nearest public transport options?	
Have you considered a set-down location for people with disability, particularly if parking is limited or some distance away?	

Continuous Accessible Path of Travel:

Is there a continuous accessible path of travel, including kerb raps, to the event from the accessible parking bays?	
Is matting provided over grass for key areas?	
Is there ramps available for wheelchair users where there are steps?	
If there is a ramp, is the gradient no steeper than 1:14?	
Are entrances/doorways a minimum 800mm wide?	
Are walkways 1200mm or wider?	
Are there detour signs if unusual pedestrian thoroughfares are obstructed or have been altered?	
Have you checked that any HVM installed does not obstruct access with a minimum 100mm width still possible?	
Have you ensured tactile pavers are not obstructed and if essential to obstruct, has the visibility associations been notified in advance?	

Toilets:

Does the event have unisex accessible toilet/s? Not: Not all 'disabled/accessible toilets' are 'fully accessible'. Please take into consideration when choosing a toilet supplier, i.e., a foot pump may not be the most appropriate option to flush or a step/lip at entry is difficult for a wheelchair to drive over.	
Is the toilet situated on a hard surface or is matting provided on grass to access the toilet with a wheelchair?	
Are baby-change facilities provided or located nearby?	

Communication:

Has an Auslan interpreter been booked?	
Does the Auslan interpreter have a location to stand, where people who are deaf or hard of hearing can see both the person speaking and interpreter's face and hand movements?	
Can the lighting technician ensure that light is clearly and evenly distributed to the face and upper body of the interpreter?	
Has there been consideration to whether a booking system is required, for those needing a location to view the interpreter from?	
Has 'picture in picture' been considered for interpreters when the event has big screens?	
Has audio-describer been booked, with a booking system available for the headsets?	
Does the film have closed captions? Has the closed captions been advertised on marketing material, including the website and Facebook event pages?	
Does your wording use Auslan (not AUSLAN) and hard of hearing and deaf as opposed to hearing impairment?	

Viewing Spaces:

Is there an accessible viewing area allocated for the event?	
If the event is on grass, is the accessible viewing area on matting, with matting to the area?	
Is there a booking system in place for the accessible viewing area to determine size requirement? (if deemed required)	
Does the accessible viewing area cater for people/children with autism? Is this advertised?	
Has a sensory session/show been considered for children and adults with autism?	
Has appropriate seating been considered (if provided); e.g., if beanbags are used, are normal seats also available for those who cannot get in/out of beanbags?	

Is there seating for people who may not be able to stand for the duration of the event?	
Is there water available for assistance dogs? Is there an allocated toileting area for assistance dogs?	

Food Vendors:

Are there some food truck options that have accessible ramps for people in wheelchairs to be able to order and reach the counter?	
Have all food trucks been briefed on assisting people in wheelchairs and other disabilities by their staff exiting the truck to assist with orders?	
Has signage on food trucks been considered as to how the staff can assist people with disabilities?	
Are at least some food trucks/vendors accessible for people in wheelchairs i.e., on matting or pavement?	